



## Sesquicentennial Food Vendor Information June 10 – June 11, 2016

### Booths

The fee is the same regardless of whether you plan to sell for just one day or two

- \$100 per each 10x10 space
- \$120 per each 10x10 space with electricity

The allotted space per booth is 10x10, so your tent or canopy size is restricted to the total number of booth spaces you buy. We will not provide tents, tables, or chairs. Vendors are responsible for setting up and taking down their own booth. It will be the vendors choice to either take your booth down entirely on Friday night and set it back up on Saturday, or leave your booth standing overnight. Although attempts will be made to provide security, please be advised that vendors assume all risk for accidents and losses to themselves and exhibits. The City of Tonganoxie cannot be held responsible for theft and damage to merchandise or personal property. We strongly suggest that all vendors carry liability insurance.

### Set up

Vendors may begin setting up at 12:00 on Friday, June 10, and sales will begin at 4:00 p.m. Saturday vendors can begin setting up at 7:00 a.m., with sales beginning at 10:00 a.m. There will be bands playing until 11:00 p.m. both nights.

### Additional Information

Your paid reservation must be received by April 1, 2016. A letter confirming your reservation and booth location will be sent after May 1, 2016. If you have sent your application and have not received information from us by May 10, please contact [foodbooth.tonganoxie@yahoo.com](mailto:foodbooth.tonganoxie@yahoo.com). Checks will be cashed upon receipt. The City of Tonganoxie will not charge you a percentage of your sales; however, you will be required to report your sales to the Kansas Department of Revenue and collect sales tax on your sales. The fees for all spaces, including electricity, must be included with your application. Returned checks, for any reason, will result in a \$20.00 fee and you will not be permitted to participate as a food vendor.

### Questions?

If you have any questions, please email [foodbooth.tonganoxie@yahoo.com](mailto:foodbooth.tonganoxie@yahoo.com). Please include your name, address, phone number, and your question. We will respond to your question as quickly as possible, but we kindly request that you remain patient, as we are volunteers with jobs and family commitments.

### Application and Payments

To reserve your space, please submit the food vendor application to [jshockley@tonganoxie.org](mailto:jshockley@tonganoxie.org) or PO Box 326, Tonganoxie, KS 66086. Applications can also be dropped off to City Hall at 321 S. Delaware, Tonganoxie, KS 66086. For your convenience, you can also submit your vendor application and pay the application fee online with a credit card at <https://tonganoxie.seamlessdocs.com/f/foodvendor>.

**Please make all checks payable to the City of Tonganoxie**