



2018 Tiblow Days Festival

Vendor Rules & Regulations

Mailing Address: PO Box 548 | Bonner Springs, Kansas 66012 | 913.422.5044
info@bsedwchamber.org | www.bsedwchamber.org | www.facebook.com/bsedwchamber

1. The Tiblow Days Festival will be held in Downtown Bonner Springs, Kansas on August 24-25, 2018 and is hosted by the Bonner Springs- Edwardsville Area Chamber of Commerce.
2. All vendors who submit their application are agreeing to abide by the Rules & Regulations as set forth in this document and final vendor info. This document is attached to all vendor applications and can be found online at www.bsedwchamber.org.
3. Full payment must be made at the time your application is submitted. Space is not transferrable to another vendor and is non-refundable for any reason. Tiblow Days is held rain or shine. No refunds will be given for weather-related cancellations.
4. Your cancelled check serves as confirmation that you have been accepted as a Tiblow Days Vendor. No other confirmation is given.
5. Vendors will be accepted on a case-by-case basis, depending on item(s) being sold or displayed. Acceptance of vendors is at the sole discretion of the Bonner Springs-Edwardsville Area Chamber of Commerce and/or the Tiblow Days Festival Committee.
6. ELECTRIC = Vendors are not allowed to use personal generators. There are limited electrical outlets. Electricity will go to food vendors first. One plug is 7-10 amps. There are NO 220-volt outlets available. There is a max of two (2) electric plugs per vendor. Vendors are responsible for knowing what voltage their electrical items are and should not exceed the allotted 7-10 amps. For additional electric info, visit www.bsedwchamber.org/tiblowdays.
7. HOURS = Booths have the option to be open on Friday; but are not required. Booths must be open from 9am to 5pm on Saturday (although can be open until 11pm). There will musical entertainment Saturday night.
8. Vendors wishing to leave prior to the end of festival will need to cart (wagon, dolly) or foot their items to their vehicle. No vehicles are allowed inside the festival areas during the festival. No exceptions.
9. Previous vendors have "first rights" to the festival until June 15, 2018. On June 18th, a new vendor may be accepted for that particular item or business. It is the responsibility of Independent Consultants to follow their business rules for festivals and events.
10. Vendors may request to be in the same location/booth space as previous years, or request a specific location, but is not guaranteed. Efforts will be made to make such accommodations; however, booth placement is at the sole discretion of the Bonner Springs-Edwardsville Area Chamber of Commerce, Tiblow Days Festival Committee, and/or the City of Bonner Springs.
11. The items you indicate on your application are the only items which can be prepared and sold at the festival. Be specific when listing items on your application. Feel free to include a menu, catalog, list of items, photos, etc. with your application. This information is important for booth placement and to avoid excessive duplication. Information/photos will not be returned.
12. Vendors are purchasing space at Tiblow Days (and electricity when applicable). No other items are provided. Suggested items to bring include, but are not limited to is a 25-50' heavy-duty extension cord, easy-up tent, tables, chairs, shelving, signage, marketing materials, blocks/sand bags, etc. Umbrellas/raincoat might be appropriate. All should plan for the possibility of grass and/or pavement booth space.
13. No carnival, garage sale or flea market type items are permitted.
14. No alcoholic beverages are permitted outside designated areas.
15. The Bonner Springs-Edwardsville Area Chamber of Commerce, Tiblow Days Festival Committee, and/or the City of Bonner Springs are not responsible for any lost, damaged, or stolen items; or responsible for accidents, injury, or illness.
16. The Bonner Springs-Edwardsville Area Chamber of Commerce, Tiblow Days Festival Committee, and/or the City of Bonner Springs are not responsible for, nor do we collect sales tax. The Kansas Department of Revenue may require us to submit your name and address. It is your responsibility to comply with state and federal sales tax laws.
17. Vendors shall keep their booth space clean of litter and trash throughout the festival. Food vendors need to properly dispose of their food items, left overs, etc. Trash bins are located throughout the festival. Please provide your own trash bags.
18. The Bonner Spring-Edwardsville Area Chamber of Commerce and/or Tiblow Days Committee is unable to assist with loading, unloading, setting up, etc.
19. Booths must be self-contained; there will not be any walk around room between your booth and the booth next to you. If you need additional space for trailers, tables, items, etc., it will need to be purchased. We measure to the exact foot/inch and require all vendors to do so as well.
20. No vehicles are allowed inside the festival and/or vendor areas during festival hours. Vendors bringing vehicles onto the grounds or exiting without permission face forfeiture of space immediately and future festival years. Due to the close configuration of vendor areas, pedestrian traffic and other events, this will be strictly enforced. Vehicles are allowed in vendor areas during specific times only.
21. Vendors who reserve their booth space and do not attend the festival forfeit attending future festivals. Should something prevent you from attending, please contact the chamber office.
22. Vendors will receive final set up information (final check-in times, location, etc.) approximately one week before the event via email. Booth numbers will be given at check-in only. Vendors are not permitted to set up their booth outside of the designated setup times.
23. Anticipated vendor setup time is from noon to 4:30pm on Friday and 6:30-8:30am on Saturday. This is confirmed with final information.
24. This document supersedes any verbal or written commitments previously made for the festival.
24. The date the Chamber office receives completed application and all fees will be the date of receipt. Please plan accordingly so mail is postmarked by the below dates and the payment is the correct amount.
25. There will be a \$35 NSF fee charged for returned checks. This fee, plus the full booth fee must then be paid in cash or money order before
26. the application deadline in order to reserve booth space. During this time, booth space will not be held.
27. QUESTIONS = Most questions can be found on the Tiblow Days FAQ page online at www.bsedwchamber.org/tiblowdays
28. Checks and money orders should be made payable to Tiblow Days Festival and mailed to PO Box 548, Bonner Springs, KS 66012.
29. Questions should be directed to the Bonner Springs-Edwardsville Chamber Office at 913-422-5044 or info@bsedwchamber.org. Email is the preferred contact method, as we can respond quicker to emails and will return phone messages as soon as possible.