



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

All vendors who submit their application are agreeing to abide by the following Rules & Regulations. This document is attached to all vendor applications and can also be found online at www.bsedwchamber.org.

1. Full payment must be made at the time your application is submitted. Space is not transferrable to another vendor and is non-refundable unless stated otherwise at time of application. Tiblow Days is held rain or shine. No refunds will be given for weather-related issues.
2. Vendors who make it into the festival each year will receive an email with further instructions. It typically comes out late July. Please do not start calling to find out if you've been approved yet. It only slows the process.
3. Vendors will be accepted on a case-by-case basis, depending on item(s) being sold or displayed. Acceptance of vendors is at the discretion of the Bonner Springs-Edwardsville Area Chamber of Commerce (BSEDWCOC) and/or Tiblow Days Festival Committee (TDFC). We will do our best to accommodate everyone possible.
4. **ELECTRIC** = There are limited electrical outlets, and all electrical requests must be approved. One plug is 7-10 amps. Vendors are responsible for knowing what voltage their electrical items are and should not exceed the allotted amps.
5. **HOURS** = Booths have the option to be open on Friday; but are not required. Booths are required to be open from 9am to 5pm on Saturday (and can be open until 11pm).
6. 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.
7. It is the responsibility of Independent Consultants to follow their business rules for festivals & events.
8. Vendors may *request* to be in the same location/booth space as previous years, or request a specific location, but is not guaranteed. We will certainly do our best!
9. Items indicated on your application are the only items to be 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. You are allowed to share a booth if you like, just be sure to list all the items you plan on having in your booth.
10. Vendors are renting booth space at Tiblow Days (and electricity when applicable). No other items are provided. Suggested items to bring include, but are not limited to: 50' heavy-duty extension cord, easy-up tent, tables, chairs, shelving, signage, marketing materials, blocks/sandbags, etc. Umbrellas/raincoat might be appropriate. All should plan for the possibility of grass and/or pavement booth space.
11. No carnival, garage sale or flea market type items are permitted.
12. No illegal substances are permitted. Alcoholic beverages are not permitted outside designated areas.
13. The BSEDWCOC, TDFC, and/or the City of Bonner Springs are not responsible for any lost, damaged, or stolen items; or responsible for accidents, injury, or illness.
14. The BSEDWCOC, TDFC, and/or the City of Bonner Springs are not responsible for, nor do we collect sales tax. The Kansas Department of Revenue requires us to submit your name and address. It is your responsibility to comply with state and federal sales tax laws.
15. Vendors shall keep their booth space clean of litter and trash. Food vendors need to properly dispose of their food items, leftovers, etc. Trash bins are located throughout the festival. Please provide your own trash bags.
16. The BSEDWCOC and/or TDFC is unable to assist with loading, unloading, setting up, etc.
17. 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.
18. 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 enforced. Vehicles are allowed in vendor areas during specific times only.
19. 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 BSEDWCOC office.
20. Vendors will receive final set up information as soon as possible. Vendors are not permitted to set up their booth outside of the designated setup times.
21. 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.
22. 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.
23. 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 the application deadline in order to reserve booth space. During this time, booth space will not be held.
24. Music and other sounds are prohibited from vendor booths & trucks without consent from the BSEDW Chamber &/or TDFC as it could interfere with scheduled entertainment. Thank you for your understanding.
25. Food and drinks are not allowed to be distributed at no cost. Lemonade, sports drinks, soft drinks, popcorn, chips, and candy are all considered FOR SALE items only. Giving away such items is strictly prohibited and if we catch you doing so, we will ask you to remove your items. We have food vendors in attendance, and booths giving these items away only hurt those vendors. Thank you so much for your cooperation!