



Phillipsburg Riverless Festival

270 State Street, PO Box 326
Phillipsburg, Kansas 67661
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To: Prospective Food Concessions Applicants

RE: Phillipsburg Riverless Festival Saturday, June 2, 2012 set-up 7:00 am-10:00am,
Event begins at 10:00am and ends at 4:00pm

From: Food Concession Committee

We are looking for vendors for this year's festival to be held in downtown Phillipsburg. This is a one day festival with approximately 2,500 people in attendance throughout the day.

Specifications:

10 x 10 booth space	\$ 30.00
Anything over 10 x 10 will be charge \$ 5.00 for each additional 10 feet	
Electricity 110V-20amp	\$ 10.00
220V-20amp	\$ 10.00
(over 2 plug-ins needed, add additional \$5.00 per every 2)	

Please make sure you have the correct chords and hook-ups that you need.
We DO NOT supply these.

Requirements:

- Overhead Covering and/ awning
- Hand washing station (may be anti-bacterial gel) **NO WATER WILL BE AVAILBABLE**
- Trash Receptacles—Lined with trash bags

If interested, please complete the application and return as soon as possible.

Space is limited, so be sure and get your information back to us ASAP. We will not hold spaces! If accepted, please be advised that we like to have our food vendors be set up until 4:00pm. All vendors will be sent a map of their location, parking pass, and a tax collection packet for the state of Kansas.

We ask that all exhibitors be ready to sell by 9:30 a.m. and NOT tear down until 4:00 p.m. (if possible)...

ALSO, all vehicles must be parked away from the festival site during the festival unless approved by the committee.

*If necessary, please make cancellations at least 3 weeks in advance, so we can fill booth space with waiting exhibitors. **Note--\$10.00 of the all registration fees is non-refundable**
NO REFUND will be made after May 11th cancellations!

Phillipsburg has a city tax of 2%. It is the responsibility of each exhibitor to collect and report the sales tax of 8.8%. If a form is needed to report the Kansas Sales Tax, this will be supplied in your packet or may be picked up at the information booth.

“All federal, state and local laws governing retail sales tax must be followed. I understand the rules and regulations of the show and will comply. I realize that failure to comply may result in expulsion from the show”.

SIGNATURE: _____

(this must be signed to be allowed into the show)

*NOTE: Events sales tax account number can be used in lieu of being registered if you participate in no more than two events in a given year. Also, the event sales tax number can only be used if the tax is remitted immediately after the event.

*The Phillipsburg Riverless Festival will not assume the responsibility of damaged, theft or loss of items.

*The Phillipsburg Riverless Committee, Phillipsburg Area Chamber of Commerce, the City of Phillipsburg and the volunteers are not responsible for any personal injury, damage, theft, or loss to personal property that may occur on the premises or in the parking area, whether directly or indirectly related to this event.

The Phillipsburg Riverless Festival reserves the right to refuse any exhibitors to set up an exhibit!

Food Concession Application

Completed form MUST BE returned by May 1st, 2012---No exceptions!

Return to:

Phillipsburg Riverless Festival
Food Concession Committee
PO Box 326
Phillipsburg, Ks. 67661

ORGANIZATION/BUSINESS NAME:

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____ HOME: _____ CELL: _____

Concession Booth Information

Please complete fully!

All food booths must have anti-bacterial hand gel and trash receptacles at their location!

Please include a photo (if possible) and/ or diagram of the booth you will be using including any attachments (awning, tent, etc.....) _____

Total Dimensions with attachments—NOTE: if your dimensions are larger than what is turned in, you will be charged additional fee BEFORE you will be let in the festival area to set up:

Electrical Requirements: _____

You will be required to provide your own extension chords to run to the electrical outlets!

There is **NO** 220- V hook-ups, you must provide your own adapters.

Please make sure you have the correct electrical cords and hook-ups that you need. Electricity is supplied by a generator located in the middle of the street.

We DO NOT supply these.

Other Special Needs: _____

Supply dimensions of trailer (if used): _____

NOTE: if your trailer is over 10ft long, you will be charged the additional booth space. This must be paid before we can enter the festival.

