

TroopFest 2010
Veterans Committee of Harvey County
1220 Columbus Circle
Newton, KS 67114

Attention Vendors,

It is once again time to secure your vendor space for the 2010 TroopFest. This year's event will take place **Saturday, July 17th and Sunday, July 18th**.

Set up time will start the evening of Friday, July 16th at 8 pm at Athletic Park, the park is located adjacent to the intersection of West 1st Street and Grandview in Newton, Kansas. **All festivities will be held at Athletic Park.** The Veterans Committee of Harvey County website (www.vchcks.org) has all the information regarding the festival. For other local information on Newton please visit the Newton Chamber of Commerce website (www.infonewtonks.org) or the Newton Kansan website (www.thekansan.com).

In order to reserve your vendor space we must have the enclosed **Vendor Registration Form** completed, a copy of your **Food Vendor License** (if applicable), a copy of your **General Liability Insurance Policy**, and **Space Fee** paid by check or money order no later than **Tuesday, June 15, 2010**. Please read the Vendor Registration Form for vendor space fees, these fees are non-refundable, if for some reason your application is not selected by the TroopFest Committee for this event your fees will be refunded.

Final preparation of the festival calendar is taking place. Once we have the final calendar, we will notify you of your space assignment for set up. If you have any questions, please feel free to call Douglas Croft at 316-215-2147 or email us at info@vchcks.org.

We look forward to your participation in this year's event!

Sincerely,

Douglas Croft
Chairman/Founder
Veterans Committee of Harvey County

TroopFest 2010

Vendor Registration Form

Please give a brief description of your booth, including contact person(s) and telephone number(s), the organization the booth belongs to(if applicable), items you will be selling or advertising and what electricity requirements you will need.

Contact Person(s): _____

Address: _____

Telephone Number(s): _____

Email Address: _____

Description of Booth (articles for sale): _____

Size of Space (approximate dimensions): _____

Please indicate what you are operating your business from:

RV _____ Tent _____ Trailer _____ Other: _____

Please enclose a picture of your operation, stand, etc.

Electricity Needed: Yes ___ No ___

**** 30Apm, 110V household electrical hookups are available (on limited bases) for an additional charge of \$10.00. If you have different electrical requirements you will need to make arrangements for your needs.**

Costs for Vendor Space are as follows:

For-Profit Food Vendors - \$50.00 per day
For-Profit Vendors 10 x 10 (crafts, information, demonstration, & merchandise) - \$40.00 per day
For-Profit Vendors 10 x 20 (crafts, information, demonstration, & merchandise) - \$80.00 per day
Not for Profit Vendors (All) - FREE

Vendor Registration Fee	\$ _____
Electrical Hookup Fee	\$ _____
Total Enclosed	\$ _____

Please read the following page and initial next to each item that you have read and understand the item.

TroopFest 2010

Vendor Agreement

_____ Check or Money Order, copy of food license, and a copy of insurance (if selling food products) must accompany this vendor registration form.

_____ Make Check or Money Order payable to the Veterans Committee of Harvey County. (A \$30.00 return check fee will apply to all returned checks)

_____ All applicants must submit a menu or list of items to be sold and item prices.

_____ All vendors must be set up prior to opening of gates to the public. Only those vehicles required for your operation will be permitted on festival grounds during operating hours. (Vendor parking will be located outside the festival perimeter with in close proximity to your space)

_____ The veterans Committee of Harvey County and TroopFest Committee reserve the right to refuse any application for participation in this festival. Receipt of this application does not guarantee a vendor space. All applications will be reviewed on an individual basis by the TroopFest Committee and will notify those vendors whose applications have been accepted for TroopFest 2010.

Waiver of Liability:

This must be signed and returned for your group to participate.

With my signature I, _____ hereby waive any and all claims for damage to persons or property and release the Veterans Committee of Harvey County, TroopFest Committee and the City of Newton, its agents and employees, and any other persons assisting in the conduct of the festival, from any and all liability due to any personal injury, or otherwise, which may be suffered by entrant, whether or not caused by negligence of the Veterans Committee of Harvey County, TroopFest Committee or the City of Newton.

Signature of Entrant _____ Date _____

RETURN THIS FORM: TROOPFEST 2010, c/o VETERANS COMMITTEE OF HARVEY COUNTY, 1220 COLUMBUS CIRCLE, NEWTON, KS 67114