



Ladies Night Out 2017 Booth Vendors Contract

WEDNESDAY, November 15th 5:00 PM - 8:00 PM
Location: Houston Street Ballroom

Office use only

Date Received _____

Total enclosed \$ _____

Please Print:

NAME _____ PHONE# _____ WK/CELL# _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

E-MAIL ADDRESS _____

BUSINESS/BOOTH DESCRIPTION:

Please circle:

SINGLE BOOTH SPACE FEE: \$75.00

DOUBLE BOOTH SPACE FEE: \$135.00

***A single booth space includes one 6 ft. table and two chairs. Payment must be received with this form to the Flint Hills Volunteer Center no later than July 24, 2017. All space is on a first come, first served basis and will be opened to new Vendors beginning July 25, 2017. Please note there will only be allowed one vendor of each business allowed, these businesses include but are not limited to LuLaRoe, Lipsense, Jamberry, ThirtyOne, etc...**

***Double booth spaces will include two 6 ft. tables and four chairs and will be limited to a number of four and awarded on a first come, first served basis. This space includes two 6ft tables and 2 feet extra space.**

***Vendors will be required to offer one of their items up for sale for a giveaway during the event.**

By signing below, I acknowledge that I have read and understood this application, and agree to abide by all the rules. I understand that violations may result in ejection from the event. I understand that Flint Hills Volunteer Center and the Houston Street Ballroom, along with any paid personnel and volunteers of the event, are in no way responsible for any loss, damage to property, or personal injury of any kind, and I hereby release those entities and individuals from any liability connected to my participation in the event. I also agree, unless I receive prior permission from FOT Committee, my booth will remain open for business from 5:00 pm- 8:00 pm and I will NOT begin to tear down until 8:00 pm. Set up time for booth vendors will be 3:00 pm - 4:30 pm on Wednesday, November 15th. Vendors are required to do all set up for their booth. Doors will open at 4:45 pm to the public. Only two individuals per vendor booth are allowed at no additional cost. Nothing may be attached to the walls. **Extension cords will not be provided; please supply your own.** Vendors agree to have someone operating their booth at all times. Bite-sized food items only and pre-approved ahead of time.

Vendor's Signature _____ Date _____

Sign and return with your fee made payable to: **Flint Hills Volunteer Center, 2601 Anderson Avenue, Suite 200, Manhattan, KS 66502** no later than July 24, 2017. Space is limited and the FOT Committee reserves the right to select vendors. You will be notified (by e-mail or mail) of your acceptance prior to the event with a confirmation letter. You may also contact us at info@flinthillsvolunteercenter.com to check availability before applying. Please make a copy of this contract for your records.