

## 2019 DBE Faire Agreement and Waiver of Liability - Vendor / Organization

I, the undersigned, as Representative, Director, Agent, Manager, Employee, Owner of the organization of individual renting a booth agree that the Daughters of the British Empire (DBE) in the State of Kansas and the Abdallah Shriners Temple are not liable for any personal injury, damage or loss of vendor's ware and equipment or loss of personal property, and I further agree to indemnify and hold harmless the Daughters of the British Empire (DBE) in the State of Kansas and Abdallah Shriners Temple, their representatives, heirs, and assigns from any claims arising as a result of the foregoing. Further, while on the Abdallah Shriners Temple property, I agree not to gamble, smoke or consume alcoholic beverages.

I will follow all federal, state and local laws governing retail sales tax. 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.

Name (Printed) \_\_\_\_\_

Name (Signed) \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone or Contact Phone Number: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Business Tax Number: \_\_\_\_\_

Business Type or Products Sold: \_\_\_\_\_

Booth size 10 x 10 (includes 1 - 8 foot table and 2 chairs)

Because of the nature of the British Faire **new vendors will be subject to approval**. Please advise the nature of your business in the comments section. You will be advised by email upon approval by committee.

Early Registration - postmarked on or before July 31, 2019 \$35.00 per booth space

Regular Registrations - after July 31, 2019 \$50.00 per booth space

**New Vendors: early registration has no date restriction - one time offer only as a new vendor**

Number of 10 x 10 booths: (Before July 31) \_\_\_\_\_ x \$35.00 = \_\_\_\_\_

Number of 10 x 10 booths: (After July 31) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Additional 8 foot Tables (\$10.00) \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

Total Amount of Vendor Teas (\$15.00) \_\_\_\_\_ x \$15.00 = \_\_\_\_\_

Payment Amount & Form: Total Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Please circle One Choice - these requests will be granted on a first come first serve basis

Same Area as 2018 Requested            Yes    No (if available based on different venue)

Electric Outlet Requested            Yes    No (if available)

Wall Space Requested                Yes    No (if available)

**Vendor Fee:**

All vendors are responsible for paying the vendor fee. For vendor sales \$0 to \$500.00 the vendor fee is \$50.00. For vendor sales over \$500.00 the fee is 10% percent of the total gross sales. The vendor fee will be collected at the end of the Faire on November 16th, 2019. If your vendor fee is not turned in that day you will not be invited to participate in the 2020 Faire.\*

Full refunds will only be issued if you cancel your registration before October 1st, 2019, in writing.

**State of Kansas Sales Tax Information:**

The State of Kansas requires that vendors pay state sales tax. Vendors may use their current registration number if they have one. If they don't have a number they may register for their own number or use the number assigned to the Faire. All vendors will receive a packet before the Faire begins which will include a sales tax certificate and information explaining how to file their taxes if they are using the event registration number. Vendors wanting to get a Kansas registration number can do so by going to [www.accesskansas.org/businesscenter/index.html](http://www.accesskansas.org/businesscenter/index.html). All vendors will be required to display a current Retailer's Sales Tax Registration Certificate which will be included in the packet.

We will be offering Vendor's Teas again this year. The tea consists of finger sandwiches, savories, sweets and a refillable cup of English Tea. The vendor teas need to be ordered in advance as we will not have enough food to fill Vendor Tea orders the day of the Faire.