

June 2018

Dear Artist, Crafters and Food Vendors,

On behalf of Junior Guild, I want to thank you for your continued support of Oktoberfest. Without you, the artist, crafters, and food vendors, we couldn't help our community of Atchison. All monies (minus expenses) are donated back to various local charities. Especially in these hard economic times, Junior Guild has received many applications from various charities, social entities and programs. So having your support, in turn, lets us support others.

If this will be your first Oktoberfest in Atchison, let me assure you, you are in for a fun day! Most veteran exhibitors will tell you Atchison is one of the best places to sell your products.

Our mall has overhanging canopies so your products, as well as yourself will be protected from weather. Atchison, located on the Missouri River, is easily within reach of various outlying cities from both Kansas and Missouri, making your exposure even more profitable.

Again, thank you for coming. Shoppers let us know they think you are some of the best artistic people they have seen!

I have included the guidelines and regulations so please take a moment to read them thoroughly.

Enclosed is also the Registration form (electronic & pdf available). We need it to be returned by September 1, 2018. Every effort will be made to honor your requests regarding space and location, but this is not always possible, so please be flexible. Booth space is assigned on a first-come, first-serve basis. For further information please contact Katie McDowell or Sara Becker at juniorguildks@gmail.com.

Sincerely,

The Junior Guild Association of Atchison

GENERAL INFORMATION – GUIDELINES – REGULATIONS

1. Items to be sold must be **HANDMADE** by the exhibitor. **THEY MAY NOT BE A MANUFACTURED ITEM PURCHASED FOR RESALE, NO KITS OR PRE-PACKAGED MERCHANDISE OF ANY KING MAY BE SOLD.**
2. Business cards for individual exhibitors are allowed. Literature or information to promote businesses or organizations may not be handed out.
3. Food items may only be sold at a food booth. They may not be combined with arts and crafts.
4. Electrical outlets (110 volts) are very limited and are generally available for food booths only. **BRING YOUR OWN POWER CORDS PLEASE.**
5. Food booths must be approved by Junior Guild.
6. There will be a very limited space for trailers/mobile units, and they will be assigned on a first-come, first-serve basis by the Booth Chairperson. Pre-approval will be given upon receipt of Registration Form and Payment.
7. Please plan to stop by the Junior Guild Registration Booth (near 6th & Commercial, in front of Exchange Bank) beginning at 7:00am on Saturday to check-in and pick up your Vendor Packet. Registration will begin at that time and all booths should be set up by 9:30am.
8. The Craft Show is a one-day event and booths must be set up for the entire time period: 9:30am-5:00pm.
9. All tables must be draped or covered. Boxes and trash must be concealed. Chairs to be used by the crafters must be encased within the booth space (8'X10'), not behind or to the side. Please think of your neighbor.
10. No refunds – No rain dates.
11. This is an outside show. Even though the majority will be under concrete canopies (500 & 600 blocks). **TENTS or special covering, which will not detract from the booth space are encouraged in the 400 block as there are no concrete canopies.**
12. Motor vehicles will be directed to an appropriate area for unloading and loading booth merchandise. Directions will be given Saturday morning from the Registration Hostesses at the time of arrival.
13. Care must be taken to avoid spillage (i.e. grease/food particles, etc.) of any substance, or cigarette butts, or any other act of neglect or accident that would damage the area. If a problem of this kind should arise, it will be dealt with by the sponsors of the Oktoberfest in cooperation with the City of Atchison to assure proper restitution has been made.
14. We reserve the right to refuse participation to those who do not follow the guidelines set forth by the Oktoberfest Committee. Junior Guild is not responsible for accidents of any kind and shall not be liable for loss or damage from any cause whatsoever.
15. All federal, state, and local laws governing retail sales tax must be followed. Vendors shall understand the rules and regulations of the event and will comply. Failure to comply may result in expulsion from the event.

**Junior Guild Association
37th ANNUAL OKTOBERFEST
REGISTRATION FORM
Saturday, October 6, 2018
NO REFUNDS/NO RAIN OUTS**

REGISTRATION FORM TO BE RECEIVED BY SEPTEMBER 1, 2018

Please print clearly:

Name: _____ **Phone:** _____

Business Name: _____ **Email:** _____

Address: _____ **City:** _____ **ST:** _____ **Zip:** _____

Tax ID# _____ *(All vendors' names, addresses, etc. will/must be submitted to the State of Kansas after Oktoberfest for collection of state sales taxes. Each vendor is responsible for submitting taxes.)*

BOOTH FEE BEFORE SEPTEMBER 1, 2018:

Select the box that applies:

Arts and Crafts \$50.00 (handmade only) Trailer/Mobile Units \$85.00 Food \$60.00

BOOTH FEE AFTER SEPTEMBER 1, 2018

Arts and Crafts \$75.00 (handmade only) Trailer/Mobile Units \$110.00 Food \$85.00

TYPE OF MERCHANDISE (required): *Note: Please be specific in listing your type of merchandise so you will not be placed by a similar vendor.*

DO YOU REQUIRE ELECTRICITY? *Note: NO electricity will be delegated on the day of the event.*

YES NO

If yes, select Amperage: (Each 110V circuit is 20 amps and each 220V circuit is 50 amps. Please indicate how many circuits you require based on amperage.)

110 V 220 V

PLEASE COMPLETE IF YOU HAVE A TRAILER *Note: No generators allowed*

Type and size of trailer-

(To be approved by Oktoberfest Committee & Chairs)

**PLEASE REMIT THIS REGISTRATION FORM WITH YOUR CHECK OR MONEY ORDER
PAYABLE TO: JUNIOR GUILD PO BOX 175, ATCHISON, KS 66002**

*POST MARK OF ENVELOPE WILL DETERMINE BOOTH FEE. Please allow a few days for mailing process. Thank you!