**Packages for Warriors-Hearts of America, Inc.**

**Event: Wintery Craft & Antique Bazaar Event**

**April 14 & 15, 2023**

**4/14/2023: Vendors pre-set up from 1 to 5PM, optional to sell at Early Bird Sale from 5-7PM**

**4/15/2023: Vendors set up/re-stock: 7-8:30AM, Quick Meeting @ 08:45AM Center Lobby, Event begins: 9:00 AM to 4 PM. Deadline for registration and payment: 4/8/2023.**

Name/Organization/Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Contact (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Choose appropriate category**:

o Veteran group or Non-profit booth. State what will be offered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

o Merchant/craft/antique booth. State what will be offered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

o Business service booth, state what will be offered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

o Food/Drink truck:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

o Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No alcohol or sales on premises at any time allowed. No vendors accepted involving Hemp/CBD products regardless (lotion, oil, seed, edibles, etc.) No smoke/ vape accessories. No vendors accepted for sales of ammunition / firearm / knives. No firework / pyrogenic vendors either.

**Fee amounts, for booth measuring 10 x 10:**

* Veteran organizations and non-profits; per space: $25. Fundraising allowed on site with a booth, please inquire first on type of fundraiser you want to conduct.
* Home Product/Craft/Antique vendors/Direct Sales/Businesses and Services: $50.
* Food/Drink trucks (self-sufficient, in accordance to health and safety regulations): $75.

**Photo of products:** All vendors are required to provide a picture of what will be featured/offered. Vendors will be highlighted by Packages for Warriors-Hearts of America, Inc. Email image to: [Info@packagesforwarriors.org](mailto:Info@packagesforwarriors.org)

**Vendor Responsibilities**:

* Vendors have the option to set up booth: April 14, 2023 from 1-4:45 PM with option to participate in Early Bird Sales that begins at 5-7PM. Vendors may set up or replenish stock on April 15, 2023 from 7 – 8:45 AM. Vendor meeting in lobby by front doors at 8:45AM. Doors open to public at 9 AM to 4 PM. Highlights of event featured on Facebook page: Packages for Warriors-Hearts of America, Inc.
* Vendors must remove all products/personal belongings from The Salina Fieldhouse on April 15, 2023, no later than 6 pm.
* We encourage everyone to share the flier of “Springtime Craft and Antique Bash” on your social media venues to let your friends and family know you’ll be participating. Often they want to come support and patronize your booth.
* In instance a vendor chooses to not attend regardless of circumstance. No credit or refund of vendor registration will be provided, funds will be deemed as an In-Kind Donation to Packages for Warriors.
* Goal is to provide 1 table and 1 chair to each vendor. (Check prior to event on availability, Salina Fieldhouse has limited tables/chairs). We suggest all vendors to bring tables/chairs to assure your booth has adequate table space for your products. We are limited on number of tables and chairs.
* Vendor responsible for all applicable sales tax/filings with Kansas Department of Revenue/Internal Revenue Service.
* Packages for Warriors will provide all vendors a packet with sales tax info prior to event. If you’re a seasoned vendor, please post your certificate at booth. All vendors must tape at booth the Springtime Craft and Antique Bash Certificate of Sales.
* Vendor takes full responsibility of all incidentals: bodily health condition/products/personal property throughout the occupancy/premises of The Salina Fieldhouse. Packages for Warriors and The Salina Fieldhouse are not responsible for incidentals to include lost, stolen or broken. We encourage all vendors to have liability insurance.
* Food/drink truck vendors: must be in accordance to food and safety health guidelines. Food vendors will be provided with guidelines / requirements to serve as a food vendor at event. Example of some requirements: ABC fire extinguisher, thermometers, canopy, designated hand wash station, wearing food prep gloves during handling/serving of food. Food trucks: Designated parking lot on South side of The Salina Fieldhouse.

**Agreement of terms and signature:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print first and last name) acknowledge I have read and understand the above Vendor Agreement for Packages for Warriors-Hearts of America, Inc. I agree to the terms of participating in Springtime Craft and Antique Bash Event. Exact location of the space reserved shall be within the discretion of Packages for Warriors.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-profit organization booth space: $25; Vendor Booth fee $50 per 10x10 space, Food/Drink Truck $75.

Number of booths:\_\_\_\_\_\_\_\_\_\_\_\_Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you provide your own tables/chairs for booth? Yes or No

Packages for Warriors will try to provide as many booths with 1 table and 1 to 2 chairs.

**Pay options:**

1. **Website: Https://www. Packagesforwarriors.org** through Pay Pal. We request that you pay for the service fee if paying through Pay Pal.

May pay on website under Wintery Craft and Antique Bazaar Event through Pay Pal. Please state: 2023 Wintery Craft Bazaar Event . **Please print and complete vendor agreement and return to the following address: Packages for Warriors, 112 North Washington St, Junction City, KS 66441**.

1. **Mail registration form and payment.**

Checks or money orders accepted, payable to : Packages for Warriors.

**Please print and complete/mail your vendor agreeement and payment: Packages for Warriors, 112 N. Washington St., Junction City, KS 66441**.