**Vendor Agreement**

Thank you for your interest in exhibiting at the 2017Kansas Book Festival,
September 9 in Topeka. Please complete the following form and return it by mail with
payment to: Kansas Book Festival, c/o Topeka Community Foundation, 5431 SW 29th St.,
Suite 300, Topeka, KS 66614. Forms received without payment will be considered incomplete.

**Contact Information**

|  |  |
| --- | --- |
| Business/Author Name(how it will appear in our event handout) |  |
| Contact Name |  |
| Address |  |
| Phone Number |  |
| E-mail Address |  |
| Website/FB Page |  |

Category: \_\_\_\_ Publisher \_\_\_\_ Bookstore \_\_\_\_ Non-Profit \_\_\_\_Author \_\_\_\_ Food \_\_\_\_ Other

**Rates**

Cost includes an 8’ table with table cloth, two chairs and 3’ pipe and drape along the sides and backs of each booth (no pipe and drape around food booths) located underneath tents. Booth spaces are approximately 10x6 for the single booth and 20x6 for a double booth. The half booth option for authors will pair up two authors to share one 10x6 space. Food vendors receive a table and two chairs and may bring their own tent, if they choose.

Please indicate which booth you will be purchasing:

\_\_\_\_Half Booth (for individual authors only, not publishers), $75
\_\_\_\_Single Booth, $150 \_\_\_\_ Double Booth, $250
\_\_\_\_Non-Profit, $100 \_\_\_\_ Food, $100
If you are an author purchasing a half booth, we will pair you with another author. If you would like to share your space with a specific author who has also submitted their Vendor Agreement, please give us their name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note

All vendors (other than food) must have a direct correlation to the book industry or with literacy. Vendors are responsible for their own signage as well as set-up/break-down of exhibits the day of the event. An information sheet will be sent to you at least 4 weeks prior to the festival outlining set up/tear down instructions, parking information, etc. If you have any questions prior to that time, please e-mail the Vendor Chairperson at *kbfvendors@gmail.com*. The Kansas Book Festival will take place rain or shine. Refunds will not be issued due to inclement weather.

By signing below, you acknowledge receipt of and agree to be bound by the terms and conditions set forth in this agreement.

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