

# 2024 Vendor Rules & Regulations

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**DATE:** September 14, 2024

**LOCATION:** Lebanon, Kansas – RAIN OR SHINE

**TIME:** 10:00 am (Set-up Starts) – 10:30?? pm Saturday, Ready to Serve by 11:00 am

**FEE:** *The Following fees are for the Saturday only time slot per 15X25 booth*

Food Vendor with electric/and or water - \$50.00

Food Vendor without electric - \$25.00

**These fees will be refunded upon a successful day/night of arriving and serving.**

**PAYMENT DEADLINE: August 15, 2024**

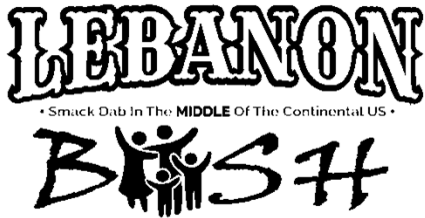
**RULES & REGULATIONS:** Booth space is for organization listed only – Serving Trailers are preferred, depending on food types. Set up is as follows; from 8:30-10:00 am Saturday morning. Special Arrangements *may be made* to set up Friday night. The collection of sales tax is the responsibility of the exhibitor, per requirement of the KS Department of Revenue – Exhibitors must provide their own trash containers, tables, chairs, stands, protections, and extension cords, etc. – Water is not available directly at each booth location, but can be accessible within the area for vendor’s use – All vendors will be in the same general area. Each vendor must clean up their area and leave it as clean as they found it – You must have adult supervision in instances where children who work your booth are under the age of 18 – In the event of inclement weather, no rain provisions will be made.

No rain date will be planned – Please list all of your needs on application such as electricity and what you are powering! Electricity is at a premium and will be available if necessary to operation. Electrical hookup information is required on your form.

All applications are subject to the approval of the committee. Each applicant will be notified of acceptance as soon as possible by email. Please include a current email address on your application form. **ANYONE NOT COMPLYING WITH THE POLICIES SET FORTH BY THIS COMMITTEE WILL BE ASKED TO LEAVE AND WILL NOT BE INVITED BACK.** No refunds after the August 15th deadline.

Each booth is 15 x 25 with fees listed. Booths will fill up quickly and preference may be given to vendors willing to stay set up throughout all activities. You will be contacted by email once booths are assigned. If you do not have an email, your booth information will be mailed to you.

For additional information, contact us by email at [uscenterfoundation@gmail.com](mailto:uscenterfoundation@gmail.com) or  
[Jacinta@ruraltel.net](mailto:Jacinta@ruraltel.net)  
or call/text 785-282-0884



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Please indicate how many booth spaces you would like in your requested time slot.

\_\_\_\_\_ With Electric - \$50 Time: \_\_\_\_\_      \_\_\_\_\_ Without Electric - \$25.00 Time: \_\_\_\_\_

There are a limited number of Electric Spaces and will be issued on a first come, first served basis. Direct water hookups are also limited so make contact early.

Please describe what your booth will be selling. \_\_\_\_\_

\_\_\_\_\_

If you need electricity, please list EVERYTHING you are plugging in.

\_\_\_\_\_ Will you need potable water? \_\_\_\_\_ Do you use a trailer? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Website: \_\_\_\_\_

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

**Release of claims:** My signature indicates that I have read the information provided in this application and understand it fully, that I, and the organization or business I am representing cannot hold the Lebanon Bash, its Organizing committee, volunteers, and any group affiliated with the Lebanon Bash liable for any incidents, damages, losses, accidents, or thefts that may occur to me, my organization, or business during this event.

\_\_\_\_\_ Authorized Signature/Printed Name

Return completed application to: U.S. Center Foundation, P.O. Box 24, Lebanon, KS 66952  
Please include payment made payable to: U.S. Center Foundation  
**Applications must be received by August 15, 2024 OR add \$10.00 late fee.**  
Office Use Only - Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Paid \_\_\_\_\_ Lot # \_\_\_\_\_