**40th annual Wichita Asian Festival**

**Vendor Application**

**October 23, 2021**

**Century II Convention & Exhibition Halls**

**DEADLINE TO SUBMIT APPLICATION: FRIDAY, JULY 31, 2019**

**After deadline, Late Fee of $25 will apply.**

**Note: Please Do Not send a payment with application. You will get an email to notify if you get selected.**

**A payment will be required once you get notify to reserve the booth.**

**Please print or type**

|  |  |  |  |
| --- | --- | --- | --- |
| Business/Organization Name (if applicable) |  | Contact Name |  |
| Address |  | City/State/Zip |  |
| Telephone |  | Email |  |
| Country of Origin for Food / Items in Booth |
| Description of Food / Items in Booth (Ex: Asian home décor, Chinese dinners, Lebanese desserts) |
|  |

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| --- |
| Discounts Offered |
| Coupons - Offer a $1 off “day of” coupon to be used by those who purchase a WAF Program Book and take $5 off your booth cost |
| WAA Members - Wichita Asian Association members receive a $10 discount! (WAA Membership Form attached)  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booth Type | q Food  | q Art  | q Merchandise  | Total Cost Enclosed |
| Booth Fee | q $200 | Booth Fee $200 | + |  |
| Electrical Outlets $60/each | Number of Electrical Outlets (#) | Elect. Outlets ($60 x #) | + |  |
| $1 Off Coupon in Program Book | q YES, place a $1 off coupon for my booth in the Program Book | q No | With Coupon (- $5) | - |   |
| Additional Discount $10 for WAA member | WAA Member (- $10) | - |   |
| **Total all costs ( + ) and subtract all discounts ( - )** | **Total** | **=** |  |

**Return completed Vendor Application, with check payable to Wichita Asian Association, to:**

**Wichita Asian Festival, Vendor Chair, Lola Freeman, 2502 E Douglas Ave. Wichita KS 67214.**

|  |
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| I, the applicant, have read and agree to all terms and conditions of this package, the ***Vendor Application***, and ***Rules, Regulations and Vendor Agreement***. In addition, I expressly release the producer (WAA) and the owner of the Wichita Asian Festival site (Century II) of and from any and all liability for any theft, damage, injury, or loss to any persons or goods which may arise from the licensing and occupation of the exhibition space from WAA and WAF. By signing below, I accept all of the terms and conditions stated therein. If signing on behalf of a corporation or other entity, I warrant that I have the authority to enter into this agreement on behalf of such corporation or entity. |
| Signature |  |
| Printed Name |  |
| Date |  |

A confirmation will be sent after September 25 to all booths which are accepted into the Festival. This confirmation will give the booth location and will reiterate the rules and regulations shown below. If you have not received a confirmation by October 1, please contact the Vendor Chair at wichitaasianassociationks@gmail.com to inquire as to your booth status. BRING YOUR CONFIRMATION LETTER TO THE FESTIVAL.

2502 E Douglas □ Wichita, KS 67214-4514 □ (316) 689-8729 □ FAX (316) 689-8274

**Wichita Asian Festival Vendors**

**Rules, Regulations & Vendor Agreement**

1. Booths are limited and are allotted on a First Come/First Served basis. NO EXCEPTIONS.
2. No booth(s) may be used for the purpose of promoting any doctrine or theory subversive to the constitution or laws of the Wichita Asian Festival (WAF), Wichita Asian Association (WAA), State of Kansas, or United States of America.
3. Booths may be operated ONLY by businesses and individuals to whom booths have been sold by Wichita Asian Festival.
4. **All vendors are responsible for reporting sales income tax to Kansas Department of Revenue (KDOR).** Vendor information will be submitted to KDOR. Please visit [www.ksrevenue.org/specialsalesevents.htm](http://www.ksrevenue.org/specialsalesevents.htm).
5. No booth sharing is allowed under any circumstance. **Any violation will be escorted out of the Festival.**
6. Vendors are NOT permitted to sell soft drinks such as Coke, Pepsi, bottled water, etc. or any non-Asian food such as shaved ice, etc. Century II officials will require any vendor who violates this rule **to shut down the booth and be escorted out of the Festival immediately**.
7. No Vendor is allowed to sell alcoholic beverages or illegal substances under any circumstances. There will also be no consumption of alcohol or illegal substances at any time during the event or before the start of the event.
8. Display booths are free but require approval of WAF. If you would like a display booth, please contact Wichita Asian Festival Vendor Chairman at wichitaasianassociationks@gmail.com
9. All Vendors are required to maintain their booths during the normal business hours of the Festival – 5:30 PM to 10:00 PM, except in the event of an emergency or complete sale of product.
10. All Vendors must check in at the Registration Table prior to setting up their booths.
11. Loading and Unloading
	1. **Door will be opened for non-food vendors unloading at 2:30pm**
	2. **For food safety, food vendors may start to unloading at 3:00pm**
	3. **All unloading must be completed by 4:30pm**
	4. **Door will be closed for vendors and all vehicles must be moved to parking lot by 4:40pm**
12. Each booth is provided with three (3) tables, two (2) chairs, booth separating drapes and stanchions. The vendor is responsible for any damages occurring to these items and will be billed for repair, replacement, and labor costs.
13. **Vendors needing electricity must pay for it. Vendors must NOT sharing of electricity or use of multiple connections via extension cord.**
14. Limited to a maximum of 1 booth per vendor. In the event that room is still available after the deadline of July 6, 2018, application may be made for additional booths.
15. All Vendors should insure their items/exhibits against loss or damage from any cause(s) whatsoever. Wichita Asian Festival and Wichita Asian Association are not liable for the safety and/or preservation of the exhibit material from fire, accident, theft, loss, or any other cause whatsoever. Vendors are also responsible for the delivery, handling, and removal of their own displays and items to be sold.
16. **Kansas Department of Revenue sales tax** forms may be distributed. **Vendors are responsible for any sales tax.**
17. Any unruly behavior will be promptly handled by security and the Wichita Police Department
18. All food Vendors must meet applicable fire, safety, health, and other codes and regulations and will be responsible for obtaining any necessary permits required by local government authorities. They will also bear all charges involved in the obtaining of such permits.
19. All food Vendors, in all cases, are to sell only neat, clean and healthy food items. They are also required to keep the food area clean. They are solely responsible for their food and the event organizer will not be liable for any sickness from food and beverages.
20. All food Vendors must carry the required insurance to meet any contingency.
21. Pictures and video will be taken before, during and after the event for promotional purposes. Your signature on this application is also an agreement for use and release of any pictures or videos.
22. Vendors are not allowed:
	1. To use any kind of audio system including speakers, microphones etc.
	2. To advertise their booth or products outside of their booth itself. This means no signs, handouts, etc. are to be posted, given to people, or displayed anywhere except at the booth. If any are found, they will be removed and the vendor warned that this will put them in danger of being **asked to leave** and not allowed to have a booth at future events.
	3. To pursue any fundraising activities by any means other than selling the products listed on the application (whether the Vendor is an individual, a corporation or a non-profit entity), or to re-sell or to sub-let booth space.
23. If any buyer, visitor, or invitee is injured at the Vendor’s booth, it will be sole responsibility of the Booth Owner/Vendor to assume full responsibility and liability for their actions and Booth Owner/Vendor agrees to hold the Wichita Asian Festival organizers harmless and indemnify the organizers and the building owners against any and all claims, demands, suits, losses, damages, costs, expenses or liabilities in any way arising from any acts of omission or commission by its agents or employees whether such agents or employees were acting within or without the scope of their authority.
24. The Vendor expressly agrees and warrants that any items sold or displayed at the WAF are not pirated, illegal or otherwise in violation of the United States Government or international intellectual property or anti-piracy laws. The Vendor agrees to indemnify the WAF and WAF organizers and hold them harmless for any violations of the aforementioned laws. Any such violation shall be seriously dealt with and it may also warrant expulsion of the said Vendor from the current and future events of the WAF organizers and hold the Vendor or any other party liable for any damages as a result of the Vendor’s violation and conduct.
25. The Wichita Asian Festival organizers reserve the right to deny any Vendor to sell or display their products if they are found in violation of any of the above rules and regulations.
26. Wichita Asian Festival staff has absolute authority to enforce all rules and evict any participant who violates these rules.
27. Returned checks are charged a $30 fee. Any Vendor whose check is returned for any reason will only be permitted to register with payment by cashier’s check or cash.
28. In the event of unforeseen circumstances, natural calamities, riots, strikes, acts of terrorism or any other reason beyond our control, the Wichita Asian Festival organizers shall not be held liable to perform their commitment under the contract.
29. If any one or more rules and regulations as enumerated in this agreement shall for any reason or cause be held to be illegal, invalid or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement.
30. Refunds will not be given if you decide to cancel your booth after October 1st for any reason (including weather) or fail to show at the Festival.

31) Must fallow COVID-19 guidelines, and not limited to.

1. wearing a mask and gloves when prepare food,
2. Maintain 6 ft distancing from different household.
3. Wash hand often and or hand sanitizer.
4. Disinfects work area.
5. Follow one way sing when traffic.
6. All rules may subject to change without notify, please follow the newest COVID-19 guidelines.

Please sign if you agree with the above rules, regulations, and agreements. No signature no booth.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**Wichita Asian Association**

**2021 Membership Form**

Membership in the Wichita Asian Association will be valid from January 1 to December 31, 2021. Membership supports the Wichita Asian Association's mission of promoting cultural awareness through the arts.

**Tax deductible membership benefits include:**

|  |
| --- |
|  **Recognition in Wichita Asian Festival program book Social gatherings Newsletters**  |

Top of Form

**Membership Type (mark one)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **$20 Individual** |  | **$15 Student** |  | **$100 Business** |
|  | **$25 Family (includes spouse and two children aged 17 and under)** |

**Member Information**

Please print and complete - fields marked with \* are required

|  |  |
| --- | --- |
| First Name \* | Last Name \* |
| Email Address \* | Phone Number |
| Mailing Address | City / State / Zip Code |
| Spouse First Name (if applicable) | Spouse Last Name (if applicable) |
| Children, aged 17 and under (if applicable) |
| First Name | Last Name |
| First Name | Last Name |

**If you're on social media, do you: (check all that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | LIKE us on Facebook at "Wichita Asian Festival" |  | FOLLOW us on Twitter at "@WichitaAsianFes" |

|  |  |
| --- | --- |
| **Geographic Interest (Asian country most interested in)** |  |
| **Where did you hear about us?** |  |

**This is a required question**

**This is a required question**

**This is a required question**

**Are you interested in volunteering to help organize the Wichita Asian Festival? If so, please mark your area(s) of interest.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Stage (Recruitment of performers) |  | Vendors (Recruitment and organization of booth vendors) |
|  | Pageant (Recruitment of contestants and sponsors) |  | Public Relations (Promoting the Festival) |
|  | Advertising (Recruitment of sponsors and advertisers) |  | Kids Corner (Planning and running Kids Corner) |

**Mail completed form with check to:**

 **Wichita Asian Association, Membership Chair, 2502 East Douglas Avenue, Wichita, KS 67214**Bottom of Form