



Trails, Rails & Tales: Spirit of the Chisholm Trail 150th Nonprofit Vendor Application

201 NW 2nd St.,
Abilene, KS 67410
785-263-2231
www.chisholmtrt.com



Trails, Rails & Tales Nonprofit Vendor Rules, Regulations and Information

Please read carefully and completely

You are invited to participate in the Celebration of the 150th Anniversary of the Chisholm Trail, known as Trails, Rails and Tales, (TRT). This event will be September 1st, 2nd and 3rd, 2017 in Abilene, Kansas-the end of the trail. This is just the beginning of a yearlong event reaching from Kansas thru Oklahoma to Texas!

The first herd using the new Chisholm Trail in 1867 consisted of 2,400 longhorns driven by cowboys from San Antonio, TX to Abilene, KS. That first shipment, loaded onto a train, bound for Chicago was celebrated in festive tents, feasting, wine, speeches and song!

We're focusing on education, featuring historic re-enactors, cowboy poets and country western bands. Vendors such as you with a historic look and merchandise and high quality craftsmanship are preferred.

Times for the events include Saturday, Sept 2nd, from 9am-7pm and Sunday, Sept 3rd, from 8am-6pm. There is a Friday evening event scheduled around the downtown businesses, but no plans for vendors. **Early set up with prior approval. ALL vendors must have the booth setup and ready by 8am, Saturday, 9/2/17. Tear down no sooner than 4pm, Sunday, 9/3/17.**

Please keep in mind this is an outdoor event and will take place rain or shine and will need to take this into consideration in your preparation for the event. If you have questions please email us at ct150trtvendor@gmail.com

For health and safety reasons, pets are prohibited. This does not apply to dogs used by law enforcement, the disabled or visually handicapped. If you have pets traveling with you, please make arrangements for pet-sitting. They will not be allowed in your booth.

*******After hours security is available. *******

Please include 3-4 photos of your craft, merchandise, or products. Include your name, phone, address and a short description of the product on the reverse.

FEES: Each \$75.00 booth fee includes one 10' x 15' space.

Electricity, chairs, tables and tents are available for prices listed on the application. Each application must be accompanied by one check for all fees, which will be deposited upon receipt. **Please make checks payable to Trails, Rails & Tales.** Applications must be received by July 1st, 2017. We will not accept post-dated checks. If a check is returned for insufficient funds, your application and booth assignment will be delayed until we receive a cashier's check for the full payment.

Booth Space: Space locations are assigned in advance by TRT. The use of a location is restricted to the artist to whom it is assigned. Only the work of the designated artist(s) may be displayed or sold. If two people work together in producing a single product, they may apply as an exhibiting *team* and occupy one space during this event. Space is only guaranteed for sale from the front of the booth and wandering sales are prohibited. Artists are to provide their own display booth, racks.

Taxes: No commission on vendors' sales will be retained by TRT, however all participating artists are required to collect and pay the appropriate state and city sales tax on all items sold.

Event hours: Times for the events include Saturday, Sept 2 from 9am-7pm and Sunday, Sept 3rd, from 8am -6pm. **Early set up with prior approval. ALL vendors must have the booth setup and ready by 8am, Saturday, 9/3/16. Tear down no sooner than 4pm, Sunday, 9/3/17.** No motor vehicles will be allowed without prior approval during the event.

ELECTRICITY & WATER: Electrical fees are due with the application fees. There is no fee for water usage. Please be honest on your electrical and water needs and note that your position may be dictated by the availability of electricity/water. Extension cords must be in first class condition, adequately grounded and at least 12 AWG-preferably 10 AWG.

Please advise TRT if you have any other special needs or requirements that need to be addressed before the event.

***Gas generators for making electricity are not permitted**

***Electricity can only be used if you have paid for it**

***Extension cords must be run along the ground-Not over the top of booths**

PROOF OF INSURANCE: All vendors are responsible for their own liability insurance during the event. Neither the TRT committee nor the City of Abilene are responsible for damage, loss, theft or injury at any time during the event.

Proof of liability insurance must be provided at least 30 days prior to the event and is encouraged to accompany application.

- Vendors can either obtain a separate policy or add a “business pursuits” addendum to their existing home owner's insurance
- If insurance is not received with application a SINGLE reminder will be given by TRT staff
- All vendors must provide proof of insurance no later than July 1st , 2017.
- **Failing to provide insurance by this date will forfeit your participation within the event as well as all fees paid**

Calendar/Check list:

- _____ Completed and signed application form. July 1, 2017 deadline
- _____ Photos of merchandise
- _____ Payment Enclosed
- _____ Proof of Insurance

Trails, Rails & Tales
 Vendor Application 2017
 Chisholm Trail 150th Celebration/Sept. 2nd & 3rd, 2017
 Old Abilene Town, Abilene, KS
 785 [263-2231](tel:263-2231) ct150trtvendor@gmail.com chisholmtrt.com

Vendor Information: (Please type or print legibly)

Company Name _____
 Contact Name _____
 Address _____ City/State/Zip _____
 Email _____ Business phone _____
 Website _____ Fax Number _____
 Products Sold _____
 Brief description of your merchandise for use in advertising _____

Booth Information:

Booth spaces provided are 10' x 15'	Number of booth spaces _____
Booth fees are \$75.00 ea. Space	\$ _____
Electricity is \$20.00 per booth	\$ _____
Canopy Rental \$175.00 per booth	\$ _____
One 6'x30" Table with two chairs \$12	\$ _____
Total Fees enclosed: (due with contract)	\$ _____

**Mail checks and contract to: Trails, Rails & Tales,
 201 NW 2nd St. Abilene, KS 67410**

I have read and understand all of the rules, regulations and guidelines of the Trails, Rails & Tales, 150th Celebration of the Chisholm Trail in regard to participation in this event. I agree to abide by those rules, regulations and guidelines. I will provide the City of Abilene with a certificate of liability insurance before Aug. 1, 2017. By applying to the Trails, Rails and Tales Celebration (TRT), I assume all responsibility to safeguarding of my products and my displays at the TRT Celebration, Sept 2-3, 2017, if any unforeseen circumstances occur that would affect the safety of the event, attendees or vendors. I agree to hold harmless, Trails, Rails and Tales Celebration, sponsors, partner organizations, coordinators, volunteers or employees for any damage loss or injury resulting from my participation in this event.

Authorized
 Signature: _____ Date: _____



Office use only: _____ Date Rec'd: _____ Amt.Pd. \$ _____

Pymt Method: _____ Check _____ Cash _____ Credit Card _____

Card number _____ exp. Date _____

Security Code _____ Name on card/Check _____

Address _____ Signature _____