

oktoberfest



Dear Crafter: Friday Sept 18th and Sat. 19th, 2009 marks the day of the **3rd Annual Overbrook Oktoberfest!** The event will be located at the Overbrook fairgrounds 600 cedar st at the intersection of Highway 56 and Cedar. The festival hours are Fri. 4:00 p.m. to 11:00 p.m. and Sat 10:00 a.m. to 11:00 p.m. We are now accepting applications from crafters who would like to participate at the festival.

Applicant Fees: 10 x 10 booths are \$25.00

10 x 20 booths are \$45.00

The cost includes electrical to all booths for lighting.

If you are interested, please read the following guidelines and complete and return the enclosed Application. Attach any additional information you feel may enhance your application. Spaces are limited and priority will be given to those considered of greatest benefit to the festival.

Application Process:

1. Applications are now being accepted and will close when all spaces have been filled.
2. All fees are due at the time of application **Please make all checks payable to Osage Event**
3. No refunds will be granted after acceptance.
4. You must remain open until 8:00 p.m.

Details:

1. Space assignments and final instructions will be mailed prior to the event.
2. Space size is 10' x 10' or 10' x 20'. Please note, Osage Events doesn't provide any tables, chairs or shelters.
3. The festival will be held rain or shine. Once the festival has started, festival organizers reserve the right to close down for public safety reasons (eg.severe weather conditions)
4. Crafters will be allowed to unload at the festival site. Vehicles must then be moved to the Designated vendor parking area.

Guidelines:

1. All crafters that will be selling must have a permanent or a temporary retail sales license. Sales tax number must be indicated on application. If you require a temporary license, the Kansas State Retail Sales Tax Division will send those out to you after we provide them with a list of vendors participating.
2. Arrive no later than 3:00 p.m. All crafters must be set-up by 4:00 p.m. on Friday the 18th or by 10:00 a.m. on sat. The 19th No crafter will be allowed to set-up after 11:00 a.m. No vehicles will be allowed to reenter the site until after 9:00p.m on the 19th
3. Plan for large crowds and warm weather.
4. Crafters must supply their own tent (if desired), table and chairs. Tables must have a cloth and/or a skirt.
5. No items may be offered for sale outside of the assigned crafter space.

Selection Process:

1. Please complete and return the enclosed application and checks payable to Osage Events
2. Crafters will be selected to ensure a balanced variety and quality of crafts.

**HANDMADE CRAFTS ARE PREFERRED AND THE MOST SUCCESSFUL CRAFTERS
THOSE WHO OFFER CHILDREN'S ITEMS THAT ARE APPROPRIATE FOR A
FESTIVAL ATMOSPHERE.**

The Committee reserves the right to deny any application and to refuse a craft display if it does not meet our approval.

Thank you for your interest and support.

Craig Meier, Chairman

3rd Annual Overbrook Oktoberfest

Crafter Application

In order to be considered for participation in the Overbrook Oktoberfest, your application and Fees must be submitted. Following a review of the Application information by the committee, all Respondents will be notified of the committee's decision. Please include a description of the crafts to be offered and fees for the registration.

Please make your check payable to Osage Events.

GENERAL INFORMATION:

Name of Organization: _____

Contact Person: _____ Phone _____

E-mail address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax ID Number: _____

_____ \$25 10x10 Booth Fee Check #: _____

_____ \$45 10x20 Booth Fee Check #: _____

All participants must keep their areas open, attended, and clean from 6:00 p.m. to 11:00 p.m. on the 18th and 11:00 a.m. to 8:00p.m the 19th

No dismantling before 8:00 P.M. and no cars allowed in festival area until after the end of the event. Lighting will be provided in the festival tent area.

DESCRIPTION:

Please describe in detail the craft items you will be presenting for sale. This description is required in Order for your request to be considered. You may also attach pictures if desired.

The applicant is responsible for any loss, personal injury, death, and any other damage that may be done or suffered by reason of the applicant's negligence. The applicant must indemnify and save harmless Osage County Government and Osage Events, from any loss, cost, damage, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the applicant's negligence. If requested by the County or Osage Events, the applicant must defend the County or Osage Events in any action or suit brought against the County or Osage Events., by reason of the applicant's fault or that of their agents or employees.

I have read all of the information and agree to abide by those guidelines.

Signature of designated representative: _____

Print Name: _____ Date: _____

PLEASE MAKE ALL CHECKS PAYABLE TO **Osage Events**. Submit this form to: Overbrook Oktoberfest

200 w 10th st

Overbrook, KS 66524

(Do not write below this line)

Accepted: _____ Date received: _____ Date notified: _____

Not Accepted: _____ Payment for space: _____ Clean Up deposit: _____
Crafter: _____