

# CHRISTMAS IN THE FOOTHILLS 2019

Thank you for your interest in the 24<sup>th</sup> annual Christmas in the Foothills!

## **LOCATION/DATE/TIME**

Domestic Arts Building at the Kansas State Fairgrounds, Hutchinson, KS  
Saturday, November 23 from 9:00 am to 4:00 pm.

## **BOOTH FEE**

\$60 (includes a space approximately 10' x 10').

Tables and chairs will NOT be provided. Please plan on bringing your own.

## **SET UP TIMES**

Friday, November 22 from 4:30 pm - 9:00 pm

Saturday, November 23 from 7:00 am to 8:30 am.

Building will be locked at 9:00 pm Friday night.

Please be unloaded, parked and set up by 8:30 Saturday morning.

## **BOOTH APPLICATION DIRECTIONS AND INFORMATION**

- **FOR NEW VENDORS ONLY** - Please include 3 - 5 photos (or list a Facebook Page or website) of your items with application and payment. If you have a photo of your booth setup, please include that in the 3 -5 photos. (If you have been a vendor with CITF in the past, no need to send pictures unless you have completely changed what you sell.)
- Confirmation of acceptance will be sent via email. CITF reserves the right to refuse any entry. In case of non-acceptance, a letter will be mailed out with returned check.
- CITF will have a limited number of retail product spaces. Direct sales reps, please check with organizer first before you send in your application to make sure spots are still available.
- CITF will advertise the event through social media, newspaper, flyers, radio, online event listings, websites and posters.
- Placement requests can be made but are not guaranteed. Such requests will be honored on a first come, first serve basis.
- When you reserve a spot in this show, it is for **your** items only. Please do not invite others to add their items to your space without prior approval.
- Vendors will be able to purchase Wi-Fi through the fairgrounds the day of the event.
- Vendors may bring food and drinks in for themselves but not for resale.
- Breaking down booth before 4:00 pm, less than desirable attitude (before, during and after the show), showing up late, no shows – all reasons that a vendor will not be invited back to CITF
- Vendors are independently responsible for reporting/paying of KS State Sales Tax for items they have sold.
- If you must cancel, a refund of your booth fee will be honored before November 1<sup>st</sup>. After November 1<sup>st</sup>, refunds will not be given for cancellation or no-shows. All booth fees will be refunded **ONLY** if the event is cancelled by the organizer.
- Due to regulations by the State of Kansas, all food must be specially marked with ingredients by weight. **Please do not bring any food items that have not been pre-approved for the show.**

## CHRISTMAS IN THE FOOTHILLS 2019

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

Address/City/St/Zip: \_\_\_\_\_

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

Business Website or Facebook Page \_\_\_\_\_

Please give a brief description of your business/items:

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

Do you need electricity? \_\_\_\_\_ Note - electricity is available at wall spaces only

Comments/special requests:

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

### RELEASE FROM LIABILITY

I agree to the terms stated above regarding the Christmas in the Foothills. I will not hold Natalie Nickel responsible in case of fire, theft, or damage to any merchandise placed in the 2019 Christmas in the Foothills.

\_\_\_\_\_  
**Vendor's Signature**

\_\_\_\_\_  
**Date**

PLEASE RETURN THIS FORM WITH PAYMENT and PHOTOS  
(photos if new vendor) to:  
Natalie Nickel  
317 East 14th  
Hutchinson, KS 67501

**Booth Fee -10' x 10' space(s) \$60 x (#) \_\_\_\_ = \$ \_\_\_\_\_**

**Please make checks payable to: Natalie Nickel**

***Please send in your application soon!***  
*Submission of application does not guarantee acceptance to CITF*

## Christmas in the Foothills

Vendors-Please note:

In order to ensure food safety and adequately inform consumers about what they are buying, the fair has updated food booth guidelines, based on the Kansas Department of Agriculture's regulations. To view the specific regulations, go to [www.ksda.gov](http://www.ksda.gov). We must follow these guidelines to be allowed to sell in the KSF buildings.

### **Items acceptable with permission from KSF:**

Home-processed jams/jellies/butter labeled according to KDA Division of Weights and Measures, including common name of product, name and address of processor, ingredients and net weight (liquid volume).

Garden type produce (not packaged)

Commercially packaged food such as Girl Scout cookies, Boy Scout popcorn, beef jerky, etc.

Baked Goods that are prepackaged and sealed at home, labeled according to KDA. Label must have common name of product, name and address of manufacturer, net weight, and ingredient list with items in descending order of predominance by weight. Label must be affixed to package.

Honey

Ready-to-eat foods such as bierocks, tamales, chili, etc., as long as the majority of prep work is done in a licensed kitchen and organizations hosts fewer than 6 concessions in a calendar year.

Drinks, candy, popcorn.

### **Not Acceptable:**

#### **Pickled items**

#### **Salsa**

#### **Preserved products (other than jams, jellies, butters)**

#### **Pies or cakes that contain cream cheese, custard, cream pies, meringue**

#### **Frozen items that contain meat (bierock, enchiladas, chili, etc.)**