

Oktoberfest 2018

Municipal Park
Hays, Kansas
September 28, 2018
8:00am – 7:00pm

Vendor Registration Form

Please keep a copy of this registration form and event instructions for yourself.

Section 1: Organization information

Organization Name: _____ Alternate Contact info:
Organization Type: _____
(church, town, service group, etc.)
Contact person: _____ Name: _____
(will run the booth)
Address: _____
City, State, Zip: _____
Telephone: _____ Phone: _____
Email: _____ Email: _____

Primary contact will be via email.

Section 2: Items for sale

Goods sold**

Item(s) for sale at your booth (Submit a booth photo or .jpg of designs to be used):

**Koozies may NOT be given out for free; the name "Volga German Society" and/or the official Volga German Society, Oktoberfest logos, or any arrangement thereof, may NOT be used without explicit permission from the Volga German Society Oktoberfest Committee.

**We encourage you to consider selling a breakfast item (hot or cold). Oktoberfest will begin at 8:00am. We will also hold a German Market (like a Farmer's Market, but with German items) from 8:00am to 10:00am on Main Street across from the park. We expect early risers to visit both events during that time.

We reserve the right to prohibit any booth or items sold within if they use disallowed phrases or logos. If you have a question about your goods, please contact the Committee.

Section 3: Registration and fees

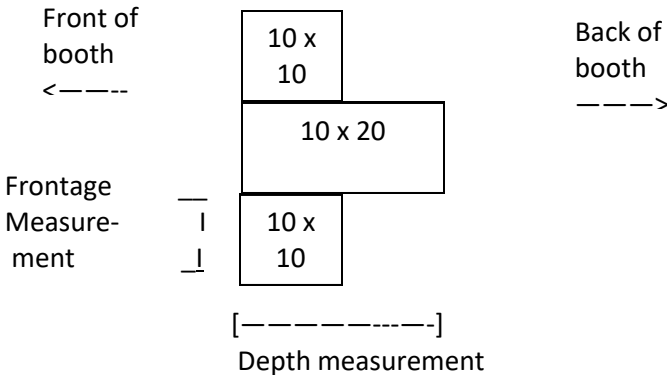
Registration forms and fee payments must be postmarked by Monday, Sept. 17, 2018. If they are submitted past this date, you will need to add a \$20 late registration fee to your payment.

Booth size:

Frontage is the width of your booth; the length of serving tables across the front. **Depth** is the distance from the front of the booth to the farthest point in back of your space (tent, trailer, etc.) The **standard space size is 10' x 10'**. If you require a deeper space to house a vehicle or trailer, you **MUST** indicate so here. No booth placement requests or changes will be honored after Monday, Sept. 17, 2018.

Size of your booth-- **Frontage:**_____ **Depth:**_____

Price-- **\$25 per 10 ft frontage width:** _____ 10 ft spaces x \$25 = \$ _____



Electricity:

Do you need electricity? ___Yes ___No

Number of outlets needed per voltage: ___110V (15 amp) ___220V

Roasters require one plug per roaster, or circuits may be overloaded

Price-- \$10 per 10 foot frontage Number of 10 ft spaces_____ x \$10 = _____

Special requests:

Late registration fee:

A late registration fee of \$20 will be assessed if registration is paid after Monday, Sept. 17, 2018. This amount is in addition to your 2018 registration fees.

Section 4: Organization responsibilities

- Each group must supply their own trash can and trash bags. Trash collectors will come around through the day and can take full bags if needed.
- Bring everything you need with you, i.e. tent, tables, chairs, extension cords, etc.; there is no water available on site.
- Please leave the park in the condition you found it.
- Provide your own extension cords of sufficient gauge for the equipment you're using. If you have questions, please call Tom Bird at 785-625-9430.

Section 5: Space Assignments

- You must have paid your full registration fee in order to set up and participate in Oktoberfest.
- You **MUST** provide any special booth size requests with your registration. If you have a vehicle, trailer, etc., you must tell us how large it is and how much total space you need in advance. If you do not, we cannot guarantee the requested size after assignments have been made. See Section 3.
- You will receive acceptance or denial of your booth soon after your registration is received.
- Booth assignments will be emailed to you approximately a week before the event. Printed maps will be available at the Vendor meeting on Wednesday evening prior to Oktoberfest.
- In the event of inclement weather, booth assignments may change at the last minute. If this happens, it will be explained at the Vendor meeting on Wednesday evening.

Section 6: Vendor Meeting and Set-Up/Tear-Down

- **Set-up of booths** (minus food product and anything that would blow away or be damaged by rain) will be Wednesday the 26th and Thursday the 27th. All large items, including trailers, food trucks, vehicles, tables, tents, etc. **MUST** be brought in these days or evenings. Food and other small supplies may be brought in Friday morning.
- The **Vendor meeting** will be held Wednesday, Sept. 26 at 6:00pm under the big tent in Municipal Park. We will explain the general running of the event, answer questions, and will have booth assignment maps available. Vendor **parking passes** will be given out at this time. If no representatives of your organization are unable to attend this meeting, please let us know! We will arrange for you to pick up your parking pass on Friday morning.
- We will have a **guard onsite Wednesday night**. The guard, with extra police patrols, will help to keep non-event personnel off the park grounds.
- **Oktoberfest will take place between 8:00am and 7:00pm** on Friday, Sept. 28, 2018.
- **Friday morning** set-up will consist of food items and small supplies that cannot be left overnight. Because the **event begins at 8:00am** this year, non-booth related vehicles must be out of the park by 8:00. You may begin set-up as early as you like. Members of the Committee will be on site by 6:00am. You may begin selling at 8:00am, and must be ready to **begin selling at 9:00am**.
- **Tear down** may take place after the end of the event at 7:00pm, or when the event is officially closed by the Oktoberfest Committee, whichever is earlier. All organization items and equipment must be removed that night.

Section 7: Post-Event payment of 5% of total sales

As part of your participation fees, your organization agrees to remit 5% of your total event sales to the Volga German Society. Because we need to wrap up our finances by Dec. 31, 2018, you MUST remit this payment by Dec. 31.

If you do not, there will be a \$100 late payment fee assessed. This fee will be added to your registration for the following year. If it is not paid, you will not be allowed to participate in the 2019 Oktoberfest.

Section 8: FHSU Student groups

All student group registrations and questions should be directed to:

Brittney Squire | Center for Student Involvement
Fort Hays State University | Memorial Union 014
600 Park Street | Hays KS 67601-4099
785-628-4664 | bmsquire@fhsu.edu

Section 9: Rental opportunities

Grand True Value Rental will have tables and chairs available for rental to make set-up easier for you. Tables and chairs will be delivered to your assigned space on Thursday evening. Please indicate how many sets you would like:

One set -- One 8' table and two chairs--\$20 Number of sets requested _____ x \$20 = \$ _____

Summary and Authorization

Total booth cost:

Registration fee _____

+ total electricity cost: _____

+ Late registration fee (\$20 if paid after Sept. 17, 2018) _____

+ Table set rental fees _____

= Total remittance _____

Please read the following carefully and return with booth payment to Lee Dobratz, 100 W. 7th Street, Hays, KS 67601 620-803-2258 or ldobratz24@gmail.com

By signing as an official representative for my organization, I agree to abide by the guidelines in this registration form. I understand that the Volga German Society and its Oktoberfest Committee will not be held responsibility for any liability: lost, stolen, or damaged merchandise; or any injury incurred during Oktoberfest.

Signature of responsible party: _____ date: _____

Printed name: _____ Organization: _____