



2025 Craft Vendor Rules & Regulations

DATE: October 18, 2025

LOCATION: Iola, Kansas Downtown Square (outdoor show) – RAIN OR SHINE

TIME: 8 am – 4pm Saturday

FEE: *The Following fees are for Saturday DAY only time slot per 15X15 booth*
Craft Vendor with electric-110 volt-\$75.00
Craft Vendor without electric - \$50.00

DEADLINE: October 1, 2025

RULES & REGULATIONS:

1. Booth space is for organization listed only – Set up is as follows; Craft Vendors from 6:30 am-7:30am Saturday morning. **Setup time is designated by the different types of Vendors deliberately in hopes to avoid bottlenecks, chaos, and clutter of vendor booths. Please NOTE your setup time and plan accordingly.** Special Arrangements *may be made* to set up Friday night.
2. The collection of sales tax is the responsibility of the exhibitor, per requirement of the KS Department of Revenue.
3. Exhibitors must provide their own trash containers, tables, chairs, stands, protections, and extension cords, etc.
4. Water is not available directly at each booth location but can be accessible within the area for vendor's use.
5. All vendors must clean up their area and leave it as clean as they found it.
6. You must have adult supervision in instances where children who work your booth are under the age of 18.
7. In the event of inclement weather, no rain provisions will be made. No rain date will be planned.
8. Please list all your needs on application such as electricity **and what you are powering!** Electricity is at a premium and will **ONLY** be available if needed for operation. Electrical hookup information is required on your form.

Vendor booths will be placed in the street on Jefferson Avenue and East St. again this year.

BOOTH SPACES WILL NOT BE ASSIGNED TILL PAID FOR

All applications are subject to the approval of the committee. Each applicant will be notified of acceptance as soon as possible by email. Please include a current email address on your application form. **ANYONE NOT COMPLYING WITH THE POLICIES SET FORTH BY THIS COMMITTEE WILL BE ASKED TO LEAVE AND WILL NOT BE INVITED BACK.**

Please note that the Jurisdiction Code is IOLAL and the Sales Tax rate is 8.75%.

For additional information, contact us by email at farmcitydays@gmail.com or call Sheila Bedenbender 620-215-2660 or Carol Settlemyer 620-363-2173 Farm City Days – PO Box 751 – Iola, KS – 66749 www.farmcitydays.com



2025 Craft Vendor Application Form

Name of Business/Organization: _____

Contact Person: _____ Phone: _____

Address: _____

Email: (Please Print) _____

Each booth is 15 x 15 with fees listed. Booths will fill up quickly and will be assigned in order received. You will be contacted by email once booths are assigned. If you do not have an email, your booth information will be mailed to you.

Please indicate how many booth spaces you would like in your requested utility slot in the box below. There are a limited number of Electric Spaces and will be issued on a first come, first served basis.

Saturday Daytime Only 8 am-4pm

With 110v electric - \$75.00 ----- Without electric - \$50.00 -----

Vendor providing own generator? Y N Length of extension cord? _____ # Of booths _____

Products you are selling _____

If you need electricity, please list EVERYTHING you are plugging in. _____

Release of claims: My signature indicates that I have read the information provided in this application and understand it fully, that I, and the organization or business I am representing cannot hold Farm City Days, its steering committee, volunteers, and any group affiliated with Farm City Days liable for any incidents, damages, losses, accidents, or thefts that may occur to me, my organization, or business during this event.

Signed: _____ Date: _____

Sales Tax Identification Number: _____ Jurisdiction Code – IOLAL Sales Tax – 8.75%

Return completed application to: Farm City Days, P.O. Box 751, Iola, KS 66749
Please include with form, payment made payable to: Farm City Days

Office Use Only - Date Received _____ Approved _____ Paid _____ Lot # _____