

Sharon Glessner
P.O. Box 287
Junction City, Ks. 66441

Space Rental Contract

July 1ST, 2nd, 3rd, 4th – 2011

Please Print Clearly Please Print Clearly Please Print Clearly

Crafter /Food Vender Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Cell # _____

E-Mail Address: _____

___ **Food Vender Booth Space 10'X20' \$850.00 each.**

Number (maximum 2) of 10'X20' spaces: ____,
Electricity needed (yes/no), (110/220) Explain on page 2.

Special note: We will only have space for 12 food vendors.

___ **CRAFT Booth Space 10'x10' space \$200.00 each.**

Number of 10 x 10 spaces: ____,
Electricity needed **\$50.00**(yes/no), (110/220) Explain on page 2.

Set-up will start on Thursday June 30th, 2011. Set-up will be complete by July 1st, 2011 at 5:00pm.

The undersigned agrees that the Organizers, Officers, and Directors of The Sundown Salute Committee, their respective volunteers and other crafter/vendors, The City of Junction City, and its employees, shall not be held liable for any LOSS, INJURY, and/or DAMAGE arising from this event.

Return this form, along with payment for booth space(s) no later than June 13, 2011 to reserve your space. All booths will be assigned on a first come first serve basis.

Make checks payable to: **Sundown Salute----- No refunds will be made.**

Mail completed form and check to: Sundown Salute P.O. Box 287, Junction City, KS. 66441

SIGNATURE: _____

OFFICE USE:

Date Received: _____ Acknowledgement Sent: _____

2011 Sundown Salute

Dear Vendor,

I would like to start this letter by saying **Thank You** for your participating in this years Sundown Salute activity.

The following are **IMPORTANT** items that I need to make you aware of,

1. If you are a crafter that needs electricity you will need to bring at least a 100' extension cord.
2. If you need to drive into the park to set-up you will need to enter at 5th and Jefferson streets and stay on the sidewalk.
3. If you will be selling soda/water or other refreshment you will need to supply the product and must pay an additional \$250.00 fee to Sundown Salute. We will have ice for sale at the event for vendors if needed. We will have a Sundown Salute trailer selling soda in the food court.
4. Food vendors you will have to place your orders for ice, July 1st, upon arrival, July 2nd 2:00pm-3:00pm, July 3rd 8:00am – 9:00am, July 4th 8:00am – 9:00am. Items will then be delivered. The ice can be purchase anytime by anyone but it will have to be purchased at the information booth for cash, and you will be responsible for getting it to your location.
5. The only item that will be sold by Sundown Salute will be ice. You will place your order at the information booth. It can also be purchased at the information booth for cash, and you will be responsible for getting it to your location when not ordered at set times above.
6. **Please do not drive or park on the grass.** The only vehicles that will be allowed to park on the grass are the food vender trailers, and that will be only in the food court area. Food court vehicles can be driven into the food court area prior to opening each day, but they must be moved **immediately** after unload. We do not provide a place to park vehicles or supply trailers. Thank you for your assistance in this very important matter.
7. **You must check-in at the Information Boot located adjacent to the water fountain prior to setting up.**

Thank You