

## VENDOR ANNOUNCEMENTS

Updated 12 March 2016

Please note the following that have become issues:

- Our operating hours during shows are 8 am - 6 pm. If you arrive outside of these hours, DO NOT attempt to set yourself up in your space, even if you think you know where it is! Call Ray (785-985- 2411) or just park till opening hours when one of the staff can set you. This also applies to your RV or trailer.
- Please make sure you stay within the boundaries of your space. There are white discs as markers. Please do not extend your wares outside of these markers.
- All vehicles parked in empty spaces must be moved by the start of show Wednesday AM. They need to be moved to the designated parking areas.
- **A deposit or full payment is required to hold your space. It must be received at least 45 days before the show** to ensure you have a space. If you fail to do this, you will be put on a stand-by list, with no guaranteed space.
- When you send in your deposit form, please indicate what day/time you are arriving. If this changes, please be sure and call us. In case you have to cancel, call Ray ASAP.
- If there are tables sitting on open spaces, DO NOT TAKE THEM! They are there for a reason! If you would like to rent tables, see one of the staff.
- For those of you parking your RV, please make sure you are using a #10 or #12 electric cord, and they are in good condition. Also, make sure your septic tanks are in good working order and not leaking.
- Please do not feed the stray animals!
- There is no vendor set up on front row spaces until Wednesday noon.
- If you cancel more than once a year, you will lose your space and your deposit. If you do not call me about canceling or are a no show, you lose your space and your deposit.
- Due to Westar Energy rate increases, we now have to charge an electric fee on all lean-tos, barn, and other inside spaces at \$10.00 per space, per show in addition to the space rental fees.

Your cooperation is appreciated to help run the shows as smoothly as possible...