

VANDALIA
PRAIRIE DAYS FALL FESTIVAL
September 24, 2016
9:00 AM to 4:00 PM

Sponsored by
VANDALIA AREA CHAMBER OF COMMERCE
210 S. Main Street
Vandalia, MO 63382

Dear Vendor,

This letter and enclosed information is about the Vandalia Prairie Days Fall Festival that we hold **every year on the fourth Saturday of September**. The growing number in attendance over the past several years has led to a lot of additional activities, **however**, the vendors will only be set up for business on **Saturday, September 24**.

Enclosed is a copy of the Vendor Sign-up Registration form, and the Vendor Information Sheet explaining times, space size and set-up requirements.

Please fill out the registration form, enclose a check or money order made out to the **Vandalia Chamber of Commerce** for the total amount owed (**please do not send cash**) and mail it to the address on the form. The reservation needs to be in to us by **September 5, 2016**. An additional fee is charged to any applications after this date. **WE WILL NOT TAKE ANY RESERVATIONS AFTER MONDAY, SEPT. 19.**

Your booth space will be positioned on a FIRST-COME, FIRST-SERVE basis. If previous location is desired, make a note on your registration form and we will try our best to accommodate you. Remember, if someone else requests your spot before you do it will be given to them, so get your request in as soon as possible. If received after September 5, we can not honor your space request.

We have had several new vendors enquiring about our festival. If you know of someone that might be interested, they can get information and a registration form at the Vandalia Chamber of Commerce website: ***www.vandaliachamber.org***

We hope to get a confirmation from you on your attendance soon and we hope to see you at the 2016 Vandalia Prairie Days Fall Festival.

Leila Cole
PO Box 149
Vandalia, MO 63382
(573) 594-2663

Craft Bazaar
 PRAIRIE DAYS FALL FESTIVAL
 September 24, 2016
 9:00 AM to 4:00 PM

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VANDALIA AREA CHAMBER OF COMMERCE
 210 S. Main Street
 Vandalia, MO 63382

- Craft and vendor spaces will be available for a **\$15.00** charge and measures 10' x 12'. If larger space needed second space must be paid for.
 - Spaces will be available if you prefer to work out of your own camper or tent, however, it still must fit into a 10' x 12' space. We **DO NOT** have tents available.
 - Limited electrical access will be available for an additional \$5.00 charge. Please specify if you need space with electricity. We **CAN NOT** do last minute electric.
 - Bad weather does not cancel event, so no refunds will be given for it.
- Tables will be available for an extra \$10.00 each and must be reserved in advance. Tables measure 35" x 72".
- You may begin setting up at **7:00 a.m. on Saturday, September 24, 2016**. Someone will be on the Cole Chiropractic Center corner of State & Main Street to tell you where to set up. We ask that all exhibits be **set up by 8:00 a.m. and in operation by 9:00 a.m.** **Streets are blocked by 8:30 to allow for the safety of people during early activities so ALL VEHICLES must be off the street by 8:30. NO EXCEPTIONS.** ***If you can not be set up before then, you must park off of street and carry your items into the barricade.***
- To ensure having adequate spaces we ask that reservations be sent in and paid for by **September 5, 2015**. After the deadline you must call (573) 594-2663 to check on availability and an additional \$5.00 will be charged. Reservations will be accepted on a **FIRST-COME FIRST-SERVE BASIS** (this also includes requests for certain booth placement).
- There is no admission charge to the Prairie Days Fall Festival.
- Sales tax must be collected on all sales that are not exempt. This is your responsibility to record and turn into the State. We do not collect it.
- Mail reservation form, along with payments (make checks payable to the Vandalia Area Chamber of Commerce) to:
 Vandalia Area Chamber of Commerce
 c/o Leila Cole
 PO Box 149
 Vandalia, MO 63382
- All fees must be cleared before Monday, Sept. 19, 2016. We cannot accept payment day of.

Hope to see you Saturday, September 24, 2016!

Reservation Form
 PRAIRIE DAYS CRAFT BAZAAR
 Vandalia, Missouri
 September 24, 2016

<i>CHAMBER USE ONLY</i>
Ck # _____
Amount _____
Paid Date _____
Order Number _____

Name: _____
 Address: _____
 Phone Number (contact for setup day): _____
 Contact Person/Owner: _____
 Type of Craft/Booth Item: _____

	<u>Amount</u>
_____ I would like a 10' x 12' booth space for \$15.00.	_____
_____ I will be bringing my own: (One space size is 10' x 12'). _____ Tent _____ Trailer It measures _____	_____
_____ I would like a space with electricity for an additional \$5.00. <i>Limited outside access and must be requested before Sept. 5.</i>	_____
_____ I would like to reserve _____ tables at \$10.00 each.	_____
_____ Reservation postmarked <u>after Sept. 5</u> , ad additional \$5.00.	_____
Total Due	_____

_____ I cannot make it this year but would like to remain on your mailing list for future shows.

Enclosed is a check or money order in the amount of _____ made out to the **Vandalia Area Chamber of Commerce**.

Mail to: Vandalia Area Chamber of Commerce
 c/o Leila Cole
 PO Box 149
 Vandalia, MO 63382

Non-clearance of check cancels spaces.

CAN NOT register or pay after Monday, September 19.