

Dear Craft Exhibitor



Check our web site at [www.anthonychamber.com](http://www.anthonychamber.com)

The Anthony Chamber of Commerce is planning the 45<sup>th</sup> ANNUAL SUNFLOWER ARTS & CRAFTS FAIR & **Home Based Business Expo** for November 4, 2017 and the 36<sup>th</sup> ANNUAL CHRISTMAS ARTS & CRAFTS FAIR & **Home Based Business Expo** on December 2, 2017.

**Deadline for registrations is October 30, 2017 for the Sunflower Arts & Crafts and November 25, 2017 for the Christmas Arts & Crafts.**

Please read the following rules and regulations carefully. Then fill out the attached registration and return it to the Anthony Chamber of Commerce. **ENTRY FEE MUST BE ATTACHED OR SPACE WILL NOT BE RESERVED.** *Late registrations will be accepted if space is available! You must submit fee prior to show day.*

### ANTHONY CHAMBER OF COMMERCE ARTS & CRAFTS RULES AND REGULATIONS

All proceeds from sales go to the exhibitor. Only the following fees will be charged:  
8 foot x 10 foot space without electricity = \$35.00  
8 foot x 10 foot space with access to electricity = \$40.00 (limited number)  
8 foot tables = \$5.00 (limited number)

More than one space may be reserved by submitting the appropriate fee for each additional space required. Booth spaces may be shared by more than one individual. Booth space will be assigned to each exhibitor when they check in on the day of the show. **WE WILL RESERVE THE SAME SPOT WHEN POSSIBLE IF YOU ATTENDED LAST YEAR'S SHOW.** Exhibitors who require special accommodations for these shows should mention it on the registration blank at the time of entry.

Exhibitors should bring the necessary equipment they require for their exhibition - tables, screens, wire, ladders, extension cords, etc... Those who wish to rent tables may do so. Only one eight-foot table will fit into the ten-foot space available. There are a limited number of tables; therefore, they are rented on a first come first serve basis. Chairs will be furnished by the Chamber.

**NO SETUP IS ALLOWED BEFORE THE DAY OF THE SHOW**  
**ANY VIOLATION OF THESE RULES, YOU WILL BE ASKED TO LEAVE THAT DAY.**

The Municipal Hall will be open at 7:00 a.m. on Saturday of the show. All exhibitors must sign in at the registration booth located in the lobby and be assigned a numbered booth space. All booths must be in place and manned by 9:00 a.m. that day. All booths are to remain manned at all times throughout the day.

The booth is to stay intact until 4:00 p.m. (No one is allowed to tear down early). If this is not honored, you will not be invited back another year. **There will be no REFUNDS AFTER OCTOBER 20<sup>th</sup> FOR THE FALL SHOW and NOVEMBER 18<sup>th</sup> FOR THE CHRISTMAS SHOW.** We would appreciate notice if you cannot attend.

We ask that after you unload your car, to please park away from the Hall. We need the parking around the Hall for your customers. A good place is one block north at the courthouse or one block west at Kanza Bank parking lot. THANK YOU FOR YOUR COOPERATION IN PARKING AWAY FROM THE BUILDING.

RESPONSIBILITY: The committee is not responsible in case of any loss or damage. The sale and safeguard of each exhibitor's work is your responsibility.

Listed below is important information that you need to read:

IF YOU ARE AN EXHIBITOR RESPONSIBLE FOR SALES TAX COLLECTION YOU WILL NEED TO COLLECT AND REPORT SALES TAX. (OUR SALES TAX IS 9%). Please remember to check for the current rate for Kansas and Anthony taxes on the following website prior to arriving, <http://www.ksrevenue.org/bustaxtypesales.html>.

- All federal, state, and local laws governing retail sales tax must be followed. You must understand the rules and regulations of the show and must comply. You must realize that failure to comply may result in expulsion from the show.
- An event sales tax account number can be used in lieu of being registered if you participate in no more than two events in a given year. *The event sales tax account number can only be used if the tax is remitted immediately after the event.*
- All federal, state, and local laws governing retail sales tax must be followed. Make sure you understand the rules and regulations of the show and comply.

If you have any questions, please call Gwen Warner at the Chamber office, 620-842-5456, Monday - Friday, 9:00 a.m. until 3:00 p.m., or please leave a message on the answering machine or e-mail [info@anthonychamber.com](mailto:info@anthonychamber.com)

The Municipal Hall is located at 130 East Main.

[www.anthonychamber.com](http://www.anthonychamber.com)

Anthony Chamber of Commerce  
P O Box 354  
Anthony KS 67003

## ARTS & CRAFTS FAIR REGISTRATION

Please fill out the following registration blank and attach the appropriate registration fee, then return this form to the Anthony Chamber of Commerce, P.O. Box 354, Anthony, KS. 67003

Yes, I plan to attend the 45<sup>th</sup> Annual Sunflower Arts & Crafts Show on November 4, 2017, which will be held in the Municipal Hall in Anthony, Kansas, from 9 a.m. to 4 p.m.

NAME OF EXHIBITOR \_\_\_\_\_

BUSINESS NAME (For Sales Tax Purposes) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

TYPE OF EXHIBIT \_\_\_\_\_

Please Reserve \_\_\_\_\_ Booth Spaces for me @ \$35 each w/o electricity.

Please Reserve \_\_\_\_\_ Booth Spaces for me @ \$40 each with electricity.

You will need electrical extension cords!

Please Reserve \_\_\_\_\_ Tables for me @ \$5 each (8 foot table).

TOTAL REGISTRATION FEE ENCLOSED: \$

I exhibited last year & would like same space: [ ] YES [ ] NO

SPECIAL NEEDS OR COMMENTS \_\_\_\_\_

Will you have high backboards? [ ] YES [ ] NO

◆ \*\*\*Please make all checks payable to; Anthony Chamber of Commerce\*\*\*

We will have door prizes again this year. This is to encourage attendance! Please indicate if you wish to do this so we may promote the drawings in the advertising we do. [ ] Yes, I would like to donate item/items for door prizes! [ ] No, I would not like to donate!

NOTICE: Your information is confidential and will not be shared.

CHECK OUR WEB SITE AT: [www.anthonychamber.com](http://www.anthonychamber.com)

## ARTS & CRAFTS FAIR REGISTRATION

Please fill out the following registration blank and attach the appropriate registration fee, then return this form to the Anthony Chamber of Commerce, P.O. Box 354, Anthony, KS. 67003

Yes, I plan to attend the 36<sup>th</sup> Annual Christmas Arts & Crafts Show on December 2, 2017, which will be held in the Municipal Hall in Anthony, Kansas, from 9 a.m. to 4 p.m.

NAME OF EXHIBITOR: \_\_\_\_\_

BUSINESS NAME (For Sales Tax Purposes) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

TYPE OF EXHIBIT: \_\_\_\_\_

Please Reserve \_\_\_\_\_ Booth Space(s) for me @ \$35.00 each w/o electricity

Please Reserve \_\_\_\_\_ Booth Space(s) for me @ \$40.00 each with electricity

Please Reserve \_\_\_\_\_ Tables for me @ \$5.00 each (8' tables)

TOTAL REGISTRATION FEE ENCLOSED: \$

SPECIAL NEEDS OR COMMENTS: \_\_\_\_\_

I exhibited last year & would like the same space [ ] YES [ ] NO

WILL YOU HAVE HIGH BACK BOARDS [ ] YES [ ] NO

[ ] Yes, I would like to donate item/items for door prizes! [ ] NO, I would not like to donate!

\*\*\*Please make all checks payable to the Anthony Chamber of Commerce\*\*\*

NOTICE: Your information is confidential and will not be shared.

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