



619 N Rogers • PO Box 515 • Abilene, KS 67410

Ph: 785-263-4570 • Fax: 785-263-7960

Website: www.ckff.net • Email: office@ckff.net

2025 VENDOR SPACE CONTRACT

BUSINESS and/or VENDOR NAME: _____

Agrees to pay for the following described Vendor Space during the Central Kansas Free Fair event
Tuesday - July 29th through Sunday - August 3rd, 2025

Please read carefully as we have made changes to our contract and hours of operation. The board is trying to improve the overall experience for our vendors and customers attending our fair event.

***** AREAS OF RENTAL *****

Sterl Hall (air-conditioned building) Various Vendors, 4-H and Open Class Exhibits
(only one booth per vendor – please select appropriate size for vendor spacing)

Inside: 10’x10’ booth - \$100 (small or large room): Large Room _____ Small Room _____

Special Rate: 10’x15’ booth - \$150 (small or large room): Large Room _____ Small Room _____

Sterl Hall will be open to the public:

- Tuesday: after the parade from 5pm – 10pm
 - Set up begins at noon until 3pm; if you need to set up earlier, please contact the CKFF office to make special arrangements.
 - One 8ft rectangular table and two chairs will be provided for each vendor space
- Wednesday – Saturday: 8am – 10pm
 - Vendors will be required to man vendor spacing from 12pm – 8pm daily or you may ask another vendor to cover if you need to leave the vendor space area.
 - Vendors should arrive 30 minutes prior to the doors opening to the public.

Armory (non-air-conditioned building; mist fans) Homestead Hall – Pioneer Days (educational/trade vendors)

Inside: \$50 _____ (one 10x10 space) \$80 _____ (two 10x10 spaces) \$110 _____ (three 10x10 spaces) \$125 _____ (four 10x10 spaces)

Armory will be open to the public:

- Tuesday: after the parade from 5pm – 10pm
 - Set up begins at noon until 3pm; if you need to set up earlier, please contact the CKFF office to make special arrangements.
 - One 8ft rectangular table and two chairs will be provided for each vendor space
- Wednesday – Saturday: 8am – 10pm
 - Vendors will be required to man vendor spacing from 12pm – 8pm daily or you may ask another vendor to cover if you need to leave the vendor space area.
 - Vendors should arrive 30 minutes prior to the doors opening to the public.

Stadium

Inside: \$35 _____ (limited spacing in grandstand)

- Limited spacing available inside the stadium. This area is perfect for vendors that don't want to attend the entire fair event and only want to be open during evening hours to catch the stadium crowd.
- The stadium will be open to stadium attendees only from 6:30pm until the end of the stadium events (rodeo & demo) approx. until 10pm – 11pm.
- Vendors will be allowed access to their booths 30 minutes prior to the stadium gates opening to the public.

Outside Vendors (various locations – please see maps)

\$100 per 10-foot front _____

(\$200 for 20, \$300 for 30, etc. – depth of space varies)

- **No** shelter, table, or chairs will be provided
- **No** spaces less than 10 feet will be reserved
- When figuring the space you must include the trailer tongues, fold out shelves, canopy, etc.
- Outside vendors should be open for business to the public by 4pm and will be allowed to close after the carnival each night. Carnival Hours as follows:
 - Tuesday through Saturday: 6pm – 11pm and Sunday: 6pm – 10pm
- Outside vendors are allowed to open earlier, if you would like, to serve the crowds during livestock shows and other daily activities.

Implement Row

\$150 Implement Row _____ (40' wide x 75' deep) add \$10 per extra 10' (example 50'x75 - \$160)

- Grass area south of Sterl Hall will provide spacing for larger farm equipment, retail campers and horse trailers to be exhibited in this area.
- Vendor spacing will be confined to specified dimensions. If you need a larger area, you will be required to purchase additional spacing at \$10 per extra 10 feet of width.

Food Vendor and/or Vendor Row

\$300 Food Vendor _____ (additional fee if longer than 30' – example 40' - \$400) Food License #: _____ (required)

- All food vendors will be required to provide a Kansas food license and any other State, County or City requirements.
- Menus must be included with your contract and is subject to Fair Board approval. Menu will include a detailed list showing what you will be serving during fair week along with the prices.
- Photos of your food vendor set up (from a current event) will be helpful for our vendor committee.
- Food Vendor minimum fee is \$300 for 30ft, any additional space needed will be sold in 10ft increments for an additional fee of \$100; example: 40ft - \$400, 50ft - \$500; total spacing requested must include the tongue of your trailer, drop down trailer or any side doors.
- The primary food vendor spacing is located on Vendor Row (NW 7th Street is closed between Sterl Hall and Armory) which is the walkway between the grandstand stadium and the carnival area.
- Food trailers on vendor row will be required to alternate their serving windows during set up. Example the first trailer will serve from the south side, the next trailer will serve from the north side, and so on until all trailers are in place on the street. Each trailer will have a designated vendor space that they will be required to stay with in this perimeter, no exceptions. We will have vendor committee members available during set up if you have any questions.

- Food vendors should be open for business and ready to serve the public, daily, by 4pm and will be allowed to close after the carnival each night. Carnival Hours as follows:
 - Tuesday through Saturday: 6pm – 11pm and Sunday: 6pm – 10pm
- Food vendors will be allowed to open earlier to serve breakfast, or lunch during livestock shows and other daily activities.

CKFF Crafters Lane 2-Day Event

Friday and Saturday or Saturday Only Special - Crafting Vendor Spacing Limited

\$75 - Both Days _____ \$50 – Saturday Only _____

Friday Set-Up: 2pm – 3pm; craft vendors open for business from 4pm – 10pm

Saturday Set-Up: 10am – 11am; craft vendors open for business from 12pm – 10pm

Additional Information

Vendors

- Vendors shall not sell items that can, in any way, injure the purchaser, livestock, or other people when used. Also, items that smell or make loud noises that may disturb the public or livestock is prohibited.
- No helium balloons are allowed in Sterl Hall or distributed from vendor booths due to ceiling fans.
- Vendors must remove all products and equipment from their vendor space, this includes any trash or other waste.

Insurance

- Insurance – fair board requires all vendors to provide a Certificate of Liability Insurance listing Central Kansas Free Fair as a Certificate Holder. Please refer to the attached guidelines form for complete requirements. No vendor will be allowed to setup without the proper insurance requirements. If you do not have an insurance policy, we can direct you to our local insurance provider for assistance.

Approval Process

- The Fair Vendor Committee will review all contracts and have final approval. Please include a photo of your exhibit setup from a previous event and if you are new to our event, we ask that you provide 3 references from the last 2 years. Vendor contracts must be submitted and paid in full by **April 4th** to guarantee your vendor space. All contracts received after said date will be based on a first come, first serve basis, once approved by committee.

Camper Space

- Vendors may reserve a camper space for \$30 per night with a check-in rate beginning at 11am and a check-out rate ending at 11am the following day. Customers will be charged an additional daily fee if not checked out by 11am. Please complete the camper reservation form to reserve your camper spot. You must include the length, number of slides on each side, and the amps needed for the camper.
- The dump station is located on Rogers Street south of the ball diamond for you to fill your tank with water as we do not have water hookups at our campsites.

ALL VENDORS MUST STAY WITHIN THEIR DESIGNATED SPACE AS INDICATED BY THE CKFF VENDOR COMMITTEE. IF YOU HAVE ANY QUESTIONS, PLEASE SEE THE INFORMATION BOOTH AND ASK FOR A CKFF VENDOR COMMITTEE MEMBER.

Vendor Space Application:

- Please review various maps enclosed and select your top 3 picks for locations. The committee members will do their best to accommodate everyone’s selections. Your selected placement is **NOT** guaranteed as the fair board has final say in event placement.

Top 3 Picks For Location: 1) _____ 2) _____ 3) _____ (please see attached maps)

(your selected placement is not guaranteed – board has final say in event placement and will do its best to provide you with requested placement)

BUSINESS and/or VENDOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

(Street, PO Box, Route)

CITY _____ , STATE _____ ZIP _____

Telephone () _____ Cell# () _____ Email _____

List of products you will be selling/menu must be included with vendor application to complete the process:

If outside, do you operate out of a trailer? ____ Yes ____ No

Outside: Size of space you require (include tongues, fold-out shelves, tent, etc. must be in 10 foot increments i.e., 10’, 20’, 30’) _____ Amps of electricity needed: _____

(This information is needed to avoid overloading and allows us to plan ahead for your needs!)

Camper Reservation:

(Camper Reservation form must be completed and paid in full before camper space will be reserved)

RV Camper Spot: length of camper _____ feet w/electrical hookup \$30 @ night x _____ 11am – 11am (24hrs)

(Update: Customers will be charged an additional daily fee if not checked out by 11am the following day)

(Please measure from hitch to bumper – you will need to complete a Camper Reservation form)

Contract, copy of insurance with Central Kansas Free Fair Association, Inc. as additional named insured, along with fees must be received April 4th, 2025, to reserve your space. All contracts received after this date will be charged a \$20.00 late fee (no exceptions).

GENERAL CKFF RULES AND REGULATIONS

1. All possible care will be taken of exhibits, but the Central Kansas Free Fair Association, Inc. will in no case be responsible for any loss or damage sustained.
2. No claims for injury to any person or property shall be asserted nor suit instituted or maintained against the Central Kansas Free Fair Association, Inc., its officers or their agents by or on behalf of any person, firm or corporation or their agents, representatives, servants or employees having licenses or privileges to exhibit on the fairgrounds or occupy any space thereon.
3. If any damage, loss or injury of property shall be caused by reason of neglect or willful act of any persons, firm, corporation, their agents or representatives, servants or employees, having license privilege to exhibit on said fairgrounds or occupying space thereon, the Central Kansas Free Fair Association, Inc. shall not, in any manner, be responsible therefore and in case it be subjected to any expense or liability and all person, causing game or liable therefore, shall indemnify the Central Kansas Free Fair Association, Inc. at Abilene, Kansas. The Central Kansas Free Fair Association, Inc. will not be responsible for accident to or death of any animal from any cause, before, during or after the fair.
4. The management reserves the right to remove from the grounds any exhibit, animal, concession or show that may be falsely entered, disregards departmental rules, disregards environmental or health standards, or may have any sign, banner or advertising matter of any kind which may be deemed unsuitable or objectionable by them without assigning a reason therefore, and if necessary return any money already paid for space or stalls which shall exonerate them from any claim whatsoever on the part of the exhibitor or purchaser.
5. Sorry, **no refunds**, no exceptions!!
6. All commercial exhibitors and concessionaires are **required to remit their rental fees, copy of insurance with Central Kansas Free Fair Association, Inc. as additional named insured, and/or other fees by April 4th.**
7. Each concession/vendor must confine itself to the space assigned. Failure to do so will subject concessionaire or vendor to forfeiture of their privilege. We will no longer provide extension cords, tablecloths or skirts for tables. If you wish to have them you must provide them!
8. **GRIEVANCE COMMITTEE:** The Central Kansas Free Fair Association, Inc., reserves to its Board of Directors the right to finally determine the correct application of any rule herein published and further to amend or add any special rules for the conduct of said fair that may be deemed necessary and expedient.
9. **No** helium balloons may be used or given away in Sterl Hall because they get caught in the ceiling fans and can burn out the motors.
10. "All federal, state, and local laws governing retail sales tax must be followed. 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 this event. I understand the rules and regulations of the show and will comply. I realize that failure to comply may result in expulsion from the show."
11. All food vendors must provide a Kansas Food License and any other City, County, and/or State requirements.
12. I have read the rules and regulations regarding the Central Kansas Free Fair and/or agree to abide by them: **(please sign and return with your contract and fees).**

I agree to abide by the rules and regulations of the Central Kansas Free Fair Association.

Sign _____ **Date** _____

Reminder:

- **Please enclose a photo of your booth space or food concession trailer**
- **List of items you will be selling; food vendors must include a complete menu with pricing and a food license.**
- **New vendors must provide references**

***** Office Use Only *****			
Date Rec'd: _____	[] Approved	[] Not Approved	Reason: _____ Space Assignment: _____
Amount Paid: _____	[] Check #: _____	[] Credit Card #: _____	[] Cash Receipt #: _____