

**TOPEKA RAILROAD FESTIVAL
AUGUST 20, 2011**

**RAILROAD HERITAGE, INC.
THE GREAT OVERLAND STATION
701 N. KANSAS AVENUE, TOPEKA, KANSAS 66608
785-232-5533, WWW.GREATOVERLANDSTATION.COM
E-MAIL: TOPEKARAILROADFESTIVAL@GREATOVERLANDSTATION.COM**

CONTACT: Trisha Smith, 785-232-5533 x13

Dear Vendors & Exhibitors:

Thank you for your interest in the 4th Annual Topeka Railroad Festival on Saturday, August 20, 2010. The hours will be from 9:30am – 4:30pm.

Enclosed with this letter you will find the Rules & Regulations, Frequently Asked Questions, and Application for booth space. Please read all of this information carefully.

The early deadline for booth applications is May 1st, 2011. Booth space is limited and applications will be reviewed as they are received provided all materials are included.

The prompt return your application and required paperwork is appreciated. The information you will need to participate in Topeka Railroad Festival will be mailed by August 5th.

Checklist of items to be returned to Railroad Heritage, Inc.: (make a copy for your records)

- _____ Signed copy of the Vendor Rules
- _____ Completed Vendor Application Form
- _____ Copy of license for Food Vendors and Alcohol providers
- _____ Copy of Tax ID# / Sales Tax ID# (if you are selling items)
- _____ Proof of insurance coverage. A Certificate of Insurance, in the amount of \$1,000,000, naming Railroad Heritage, Inc. as an additional insured (if applicable).
- _____ Photo of display
- _____ Diagram of space requirements/booth layout (food vendors and exhibitors)

We look forward to seeing you August 20, 2011!

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Frequently Asked Questions...

Q. Am I, or is my group, a vendor or an exhibitor?

A. A Vendor is defined as an individual or group selling or promoting a product or service. An Exhibitor is defined as an individual or group displaying an object or groups of objects for public view.

Q. Who do I call if I have questions?

A. Please call Trisha Smith at the Great Overland Station 785-232-5533 x.13.

Q. What if I need to arrive late or leave early?

A. **Set-up is Friday from 1:00pm-8:00pm and Saturday from 6:30am – 9:00am. Tear down is Saturday at 4:30pm; *no late set-up or early tear-down is permitted.* You should arrange to have your booth/exhibit staffed at all times throughout the festival. This is the single most common complaint from previous years' festival-goers; they want to see all that the festival has to offer whether they arrive at 10:00am or 3:30pm. Early tear-down and exiting of the festival grounds also has a negative impact on safety. If you have an emergency, please contact festival staff immediately at the information booth.**

Q. What is the likelihood of making a profit or having a successful day at this festival?

A. The likelihood is very good; however, we cannot make a guarantee. Last year, there were over 4,500 attendees to the festival. We limit the number and types of vendors in an effort to ensure success for everyone.

Q. Do I need to collect sales tax?

A. Yes, all vendors are responsible for collecting and paying sales tax, as required by law. Tax forms will be provided in registration packets, extra forms will be available at the information booth. We are required to provide the State of Kansas Department of Revenue a list of names and addresses of all participating vendors.

Q. Do I need to provide a certificate of insurance for my booth?

A. Food vendors and most exhibitors are required to provide a certificate of insurance, in the amount of \$1,000,000, naming Railroad Heritage, Inc. as an additional insured. Please contact Trisha Smith at the Great Overland Station at 785-232-5533 x13 to inquire if this applies to you or your group.

Q. Will I have help loading and unloading my vehicle?

A. Yes, volunteers will be on-site to help vendors and exhibitors unload during set-up and load during tear-down. Volunteers can be identified by their festival t-shirts or assistance can be requested at the information booth.

Q. Will my booth be indoors or outdoors?

A. Only a limited number of railroad related exhibitors will have an indoor space, all others will be outdoors.

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Rules & Regulations

HOURS:

Topeka Railroad Festival will operate from 9:30am to 4:30pm on Saturday, August 20. All booths are required to stay open until 4:30pm. Vendors are asked to have their booths dismantled and have the area cleared by 6:30pm.

SETUP:

Setup on Friday will be from 1:00pm-8:00pm and Saturday from 6:30am-9:00am. You will be assigned an arrival time/date, please be on time. Also indicate on your application how long it takes to set up your booth. Please give yourself enough time to be able to set up and begin the day at 9:30am. No booths will be allowed to setup during the festival for any reason.

UNLOADING/PARKING:

You will be assigned an unloading area and an exhibitor/vendor parking area. *Please unload as quickly as possible and immediately park your vehicle in the designated vendor parking. Then return to your booth for set up. Do not leave your vehicle parked in the loading/unloading area while you set up. This blocks vendors/exhibitors behind you who are trying to unload. Only one vehicle per booth will be allowed into the loading/unloading area.* You will receive a vendor/exhibitor parking pass with your setup information. Please place the vehicle pass inside your vehicle, in the window so that it can be viewed by staff and security. If your vehicle pass is not visible, your vehicle may be towed.

BOOTH SPACE:

Booth spaces measure 10'X10' and **do not include tables or chairs; you must provide your own tables and chairs.** Food vendor booths will vary in size – see below for options. A limited number of spaces are available. Vendors and exhibitors will arrange their booths so as to not interfere or obstruct the view of other booths. Booths spaces are assigned by Railroad Heritage, Inc. staff. There is no guarantee of receiving a particular or requested booth location. Vendors/Exhibitors are not required to utilize a “pop-up” tent with their booth, however, there is little to no shade on the grounds and it is strongly recommended that you have one. All tents are required to be properly secured with weights or cinder blocks. **They must be anchored for the possibility of high winds. Stakes will not be allowed due to sprinkler system. ALL VENDORS/EXHIBITORS WILL BE OUTSIDE. THERE ARE A LIMITED NUMBER OF INDOOR EXHIBIT SPACES AVAILABLE; THESE SPACES ARE FOR RAILROAD RELATED EXHIBITORS ONLY.**

BOOTH TYPES AND FEES:

TYPE	SIZE	COST	DESCRIPTION
Food Vendor	30x20	\$150	A diagram and photo of your booth layout/space requirements is required.
Food Vendor	20x20	\$125	A diagram and photo of your booth layout/space requirements is required.
Food Vendor	10x10	\$100	A diagram and photo of your booth layout/space requirements is required.
Other Vendors	10x10	\$60	Individual or business selling a product or service, arts/crafts, railroad memorabilia, etc
Non-Profit	10X10	\$35	Includes non-profit organizations selling or promoting a product or service, or fundraising.
Civic	10X10	FREE	Public safety, awareness organizations, or any community organization that is not selling or promoting a product or service.
Exhibitors	Varies	FREE	Individuals, clubs, or organizations that are exhibiting an object or set of objects of interest for public view. Please include space requirements with your application.
Electricity	Limited	\$30	Electricity is available on a limited basis only
Late Fee	ALL	\$30	Late fee applies to ALL Vendor/Exhibitor Booth Spaces and will applicable after May 1 st .

***PLEASE DO NOT INCLUDE FEES WITH YOUR APPLICATION – YOU WILL BE INVOICED AFTER YOUR BOOTH HAS BEEN APPROVED.**

APPLICATION DEADLINES:

Applications are due by May 1st, 2011. Late application may be accepted up to July 1st. NO APPLICATIONS WILL BE ACCEPTED AFTER JULY 1st, 2011. The fee includes one (1) booth space, up to six (6) passes, and one (1) vehicle pass. Passes will be mailed in early August along with setup information. Up to five (5) additional passes can be purchased in advance at a rate of \$4.00 per pass. Additional booth space can be purchased.

PARTICIPANT CRITERIA:

Only those individuals/businesses who have received approval of their booths from Railroad Heritage, Inc. will be allowed to participate as a vendor/exhibitor. Please make sure that you have attached all requested copies with your application, incomplete applications will not be accepted. Food vendors must sell only the type of food they have been approved to sell. All vendors will sell water and pop at the same price.

UTILITIES:

Generators will be allowed on a limited basis and must be approved by Railroad Heritage, Inc. staff. Railroad Heritage, Inc./The Great Overland Station will not provide generators. Generators will not be allowed close to the stage area. Limited electrical power may be available for an additional charge, please provide at least 100 feet of heavy duty extension cord to utilize electricity. Water will be available at the west hydrant only.

Due to location and limited availability electricity will NOT be available to food vendors – food vendors are required to provide their own generators.

Ice will be available for \$2.50 per 20 lb. bag – please request ice from vendor coordinator during the festival.

INSURANCE/LICENSES:

A copy of the certificate of insurance in the amount of \$1,000,000 naming Railroad Heritage, Inc. as an additional insured is required for food vendors and most exhibitors. Proof of insurance for other participants will be based on what you are displaying or selling. Call to get more information. A copy of the vendor's tax id# and food license for those selling food will also be required. **Temporary Sales Tax ID# packets will be given to every approved vendor and must be reported.**

SAFETY:

Safety is critical to all of us! It is important that we all work together to have a safe and fun Topeka Railroad Festival. By following all of the rules and regulations set forth in this contract you are helping to minimize possible safety issues and your compliance is expected and appreciated by festival staff, volunteers, festival-goers, and other vendors/exhibitors. Medevac will remain on site in the event of an emergency. If you observe dangerous or destructive behavior by any persons on the festival grounds, please report it immediately to the information booth.

VENDOR CONDUCT:

It is the desire of Railroad Heritage, Inc. for Topeka Railroad Festival to be an enjoyable experience for everyone. **All vendors are expected to conduct themselves in a professional and courteous manner when interacting with the public, fellow vendors, and Great Overland Station Staff & Volunteers. Aggressive and inappropriate conduct and/or contact with others will be addressed by the Topeka Police Department if necessary.** Vendors failing to modify their conduct or behavior accordingly will be asked to shut down booth operations immediately and may return at the end of the event to pack their belongings.

BOOTH CANCELLATION:

This event will be held rain or shine. Intermittent rain will not result in cancellation of the event; severe weather may result in postponement or cancellation. There will be no refunds due to inclement weather, nor shall there be refunds for any other cause/reason whatsoever.

LIABILITY:

The Vendor shall fully defend, indemnify and save harmless Railroad Heritage, Inc. and/or the Great Overland Station, its officers, employees, contractors and agents against any and all loss, damage, claim, or liability of whatever nature arising directly or indirectly from the exercise by Railroad Heritage, Inc. and/or the Great Overland Station, its officers, employees, contractors and agents of granting Vendor the privilege to engage in and conduct the proposed activity, or arising out of any other negligent act or omission of Railroad Heritage, Inc. and/or the Great Overland Station, its officers, employees, contractors and agents, its employees, agents, and contractors, including failure to comply with these rules and regulations.

Only those who have completed the requirements will be allowed to participate in Topeka Railroad Festival. You will receive a confirmation packet with instructions about where to enter the grounds and setup.

My signature verifies that I have read and understand, and agree to comply with the Vendor Rules & Regulations as provided by this contract.

Print Name

Signature

Date