



GIFT ANNEX INFORMATION SHEET

Saturday, November 18, 2023

Burlington Middle School, 720 Cross Street, Burlington KS 66839



Gift Annex exhibitors can include craft items, home-based business items, small business items, commercial items, and direct sales. Booth spaces are assigned on a first-come, first-serve basis, with the first spaces assigned in the gym unless otherwise specifically requested. It is our policy that we do not restrict duplicate vendors. If your company has restrictions, it is your responsibility to address this issue with your company. Food items may be sold as long as it has been approved. Spaces for food will be limited. Booth space is on a first-come, first-serve basis. Public is admitted free and a concessions stand is available.

GIFT ANNEX FEES:

- **8'x10' BOOTH FEE: \$45/each**
Please drape the tables and leave a space beside your booth to allow vendors beside you to get in and out
- **ELECTRICITY: \$5/booth** (limited to 500 watts)
- **TABLES:** You must bring your own table, and it must fit inside your booth

GIFT ANNEX HOURS:

Saturday, 9am-4pm

Items **MUST** be ready @ 9am (preferably 8:30am) and all booths **MUST** remain set up until 4PM

EARLY SET-UP:

6-9 pm FRI, NOVEMBER 17

6 am SAT, NOVEMBER 18

RETURN THIS SHEET WITH PAYMENT TO:

Burlington Recreation Center
1110 Shea Street
Burlington, KS 66839

Make all checks payable to Burlington Recreation Center (BRC)

OR

WE WILL ACCEPT E-MAILED FORMS AND ALLOW YOU TO PAY BY PHONE

Forms can be emailed to: alsmith@usd244ks.org or kschuster@usd244ks.org

MISC INFORMATION:

- Note booth requests on form. Requests ARE NOT guaranteed, but BRC strives to honor as many as possible.
- NO-SHOWS WILL BE REMOVED FROM THE MAILING/EMAILING LIST
- Please protect the floors
- BRC is not responsible for theft or damage
- Reminder, no tables are provided at the Gift Annex

CONFIRMATION RECEIPT: If you want a confirmation receipt of your registration, please provide:

- a VALID e-mail address OR
- An enclosed self-addressed, stamped business-sized envelope



PLEASE KEEP THIS SHEET FOR YOUR INFORMATION



For more information, contact Burlington Recreation Center @ 620-364-8484 or email alsmith@usd244ks.org



BURLINGTON GIFT ANNEX REGISTRATION

Saturday, November 18, 2023

Burlington Middle School, 720 Cross Street, Burlington KS 66839

Alison's Notes:

Contact Name:	Business Name:	Email: Please print legibly
Address:	City, State, Zip:	Phone:

Items to Be Sold:

Please fill out the number of booths you want to reserve along with your needs for electricity and chairs in the chart below. Please notate the total of your order.



ITEM	PRICE	QTY	TOTAL
BOOTH SPACE 8' x 10'	\$45/each		
ELECTRICITY	\$5/each		
CHAIRS	No Charge		No Charge
TOTAL			\$



Booth Requests/Special Needs: (Requests are NOT guaranteed!)

CONFIRMATION RECEIPT (circle one)	<u>YES</u> , email my receipt to the email address listed above
<u>NO</u> , I do not need a receipt	<u>YES</u> , use the enclosed, self-addressed, stamped envelope to mail my receipt

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NO PETS OR OPEN FLAMES ALLOWED. In no case will the Burlington Recreation Commission be responsible for accidents, damage or loss of property. Exhibitors are responsible for collecting and declaring Kansas State sales tax in their own way. I have read the above rules and agree to abide by them. Non-compliance may result in forfeiture of booth space and fee.

Signature: _____ Date Signed: _____

OFFICE USE:				
Date Enrolled:	Amt Paid:	Confirmation Sent: YES NO	Receipt #:	Employee Initials: