



Paris Area Chamber of Commerce
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14th Annual Mt. Magazine International Butterfly Festival Friday June 25 & Saturday June 26, 2010

Vendor Guidelines

1. **Time Schedule & Set-up-** Friday June 25th 7:30 a.m. to 12 Noon day ends at @8:00p.m. Saturday event starts from 9:00 am to 5:00 pm. A Security guard will be provided from closing on Friday evening until 9 am on Saturday morning.
2. **Vendor Items-** A list of all items you intend to sell are required. Please mail this information to the Chamber Office with your application. Although we make every effort to avoid duplication of items, it is not always possible. For safety purposes, we do not allow swords or illegal items, stink bombs or any type of toy guns, that shoot objects out of them, (ex: darts, corks, marshmallows, etc.)
3. **Booths-** Spaces are 12 ft. x 12 ft. We allow 10 X 10 Foot tents or trailers. If you need more room you must purchase another space. We recommend a **100-ft extension cord** for craft and food vendors needing electricity and also **recommend a multi-outlet plug** for craft vendors as more than one vendor will use the electricity from the light poles. Food vendor electricity is wired directly into the breaker boxes. Food vendor water is very limited please mark you application if you require an outside source for water.
4. **Reservations-** Spaces will be reserved on a first come first serve basis. **Deadline for payment and reservation is June 11th, 2010.** When application is received, you will be sent a grid with your booth number.
5. **Equipment-** The vendor must provide tables (*all tables must be covered to the pavement*) chairs, a canopy and other equipment. Generators are not allowed.
6. **Breakdown-** At 5:00 pm on Saturday the 26st not before. This is to insure the safety of other vendors and pedestrians. **NO EXCEPTIONS!**
7. **Sales Tax-** State sales tax collection and submission shall be the responsibility of the vendor .The Paris Area Chamber of Commerce and or officials assume no sales tax reporting liability.