



VENDOR REGISTRATION & INFORMATION

NOVEMBER 14, 2026
10AM-4PM
GREAT BEND EVENTS CENTER

SECTION 1: BUSINESS & CONTACT INFORMATION

Full Name: _____

Company Name: _____

Full Business Address: _____

City: _____

State: _____

Zip: _____

Phone #: _____

Email Address: _____

SECTION 2: CRAFT DETAILS & REQUIREMENTS

Primary Craft Category: ☐ Pottery ☐ Jewelry ☐ Woodworking ☐ Textiles
☐ Candles ☐ Baked Goods ☐ Other: _____

Detailed description of your products: _____

Booth Size Request: ☐ 10' x 10' (\$25) ☐ 10' x 20' (\$50) ☐ Other: _____

Electricity Requirement: ☐ YES ☐ NO

Specific requests or additional needs: _____

SECTION 3: PAYMENT & CONFIRMATION

Enclosed Payment Method: ☐ Cash ☐ Check: make payable to "City of Great Bend"

SUBMISSION INSTRUCTIONS:

Mail completed form and payment by October 18th, 2026 to :
3111 10th St. Great Bend, KS or email to eventscenter@greatbendks.gov

FEES: There is a \$25 fee for Home for the Holidays Market. This is the first time for this Event.

VENDORS: You **MUST** return this form **BEFORE** October 18th, 2026.

Vendor Schedule: Saturday November 14, 2026 from 10am to 5pm. As a vendor we ask that you arrive by 8am. If you need access earlier we can make arrangements for earlier access.

Important Things to Remember:

- YOU WILL RECEIVE YOUR VENDOR PACKET AND LAYOUT ELECTRONICALLY BY EMAIL ON MONDAY NOVEMBER 9TH. Please email or call 620-792-2750 if you have not received this information.
- Please make sure to list a CURRENT and FREQUENTLY CHECKED email address on the front of this form to make sure you receive your vendor packet and layout.
- We will provide all booths with two (2) 8ft rectangle tables, one (1) 6ft rectangle table, and two (2) chairs. If you need more and/or no chairs/tables, please let us know.
- PLEASE indicate if you need electricity in your booth.
- We have room for up to 55 booths/vendors for this Event.
- The Event Center Manager reserves the right to reject any application, we only allow one home-based brand (i.e. Avon, Premier Jewelry). NOTE: this registration with the city does not indicate compliance with or exemption from state statutes and regulations governing the sale of food items. If your products include food items, you will need to contact the Kansas Department of Health and Environment to ensure that compliance.
- **Alcohol Policy**
 - The sale, distribution, or service of alcoholic beverages is strictly prohibited by vendors at the Home for the Holidays Market. Vendors may not sell, serve, sample, or otherwise provide any alcoholic beverages from their booth or exhibit space.

The undersigned agrees to hold harmless and release the City of Great Bend, it's agents and employees, from any liability which may be suffered by the above named individual registered with the Explore Great Bend Christmas Craft Fair arising out of or in anyway connected with participation in this market. The undersigned authorizes the City of Great Bend to use at its discretion, any photographs taken of the vendor during the market day and wave any and all claims that the vendor or undersigned or heirs or assigns may have or claim to have resulting from such photographs or reproduction thereof.

The undersigned acknowledges and understands that all liabilities associated with products sold by the undersigned are solely the responsibility of the undersigned. The undersigned understands that no space will be reserved if he/she decides to withdraw from the market at any time. The undersigned is solely responsible for collecting and remitting to the State of Kansas all applicable sales tax.

Agreement: ☐ I have read and agree to all terms and conditions (see reverse side for details)

Applicant Signature: _____

Date: _____