



## VENDOR APPLICATION

Business/Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are You a Member of the Chadron Chamber? **Y / N** – (\$10 Discount on Vendor Space for Members)

What type of vendor are you? Retail  Non-Member: \$40  Member = \$30

Food  Non-Member: \$50  Member = \$40

**\*Payments for vendor spaces should be made out to Chadron Centennial, Inc. and delivered to City Hall Attn: State Fly In Committee, 234 Main Street Chadron, NE 69337. Payments must be made by May 14<sup>th</sup> to secure your space.**

Do you need electricity? Y/N

\*The use of your own generator will only be permitted if prior approval is given by the State Fly In Committee. Otherwise, we will be providing generators for those who indicate they will need electricity on this form.

What are you selling? Please describe your product(s):

---

---

Additional Booth requests/accommodation needs? (Near another vendor, etc?) \* We will do our best to honor requests on a first come first serve basis, but we cannot guarantee that all requests will be honored.

---

---

## Guidelines:

1. Vendors will be provided with a 10x10 space. Canopy's, Tables and Chairs will NOT be provided by the State Fly In Committee.
2. **Retail Vendors** - Each retail vendor must have a valid Nebraska Sales Tax License and a Certificate of Liability from your insurance company naming the City of Chadron and the State Fly In Committee as indemnified. Please be able to provide those if asked. You will be required to bring your own trash cans and bags and haul all trash to the dumpsters.
3. **Food Vendors** – Food vendors are eligible to have exclusivity on selling one item of choice. That item must be listed on this application and exclusivity will be awarded on a first come first serve basis. Each food vendor is required to have a valid Nebraska State Sales Tax License, a Certificate of Liability from your insurance company naming the City of Chadron and the State Fly In Committee as indemnified, a valid Nebraska Department of Health Food Service License and Inspection. Please be able to provide those if asked. You are required to bring your own trash cans and bags and haul all of your trash to the dumpsters.
4. **Information Only Vendors** – These spaces will be provided if any vendor booths are still available after all Food and Retail Vendors have registered. These booths may provide information only and will not be permitted to sell anything or seek donations.
5. **ONLY THE STATE FLY IN COMMITTEE WILL BE PERMITTED TO SELL WATER. PLEASE DO NOT ATTEMPT TO SELL WATER AT THE STATE FLY IN.**
6. **Refunds for vendor spaces will not be provided under any circumstances.**
7. **Set up** begins promptly at 9am on Saturday June 9<sup>th</sup>. All vendors must be completely set up and ready to go by 10:30 am. If you are not present and fully set up by this time your space may be forfeited.
8. **Early teardown** will take place between 5 and 7 pm but no vehicles will be allowed in the vendor areas at that time, instead items will need to be carried to your vehicle. Vendors are welcome to remain open and operational until 7pm if you so choose.
9. **Final teardown** will begin at 7pm at which point vehicles may be brought in to load your items.
10. **No refunds, no rain dates.**
11. Vehicles will not be permitted within the vendor area between the times of 10:30 am and 7 pm on Saturday June 9<sup>th</sup>. Any vendor attempting to bring a vehicle into the vendor area during this time will not be allowed to return and will forfeit their vendor fee. The safety of our patrons should be the concern of vendors and organizers alike, so your cooperation is mandatory.
12. If your booth IS a vehicle you will be placed on the outer edge of the vendor area and will not be permitted to leave until after 7pm.
13. Vendors are responsible for the set up and clean up of their area.
14. Vendors may not impair other booths (i.e.- sign or display blockage)
15. Vendors will not be allowed to move booth locations once a spot has been assigned without permission from event coordinators. This is a summer event, taking place outdoors so please plan accordingly by bringing a canopy for shade and plenty of water. Vendors will not be moved just because they want a more comfortable or shaded spot.
16. **NO PETS** will be allowed during the State Fly In. Please leave ALL animals at home.
17. Vendors will keep all profits from their booths. The State Fly In Committee and City of Chadron will not require any royalties or percentage of sales.

I have read and agree to the ALL guidelines set forth by the State Fly In committee.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please Return this Form to  
The Chadron Chamber of Commerce  
PO Box 646 – 706 West 3<sup>rd</sup> Street  
Chadron, NE 69337

