



2017 Kiwanis DCON Vendor Application Form

Thank you so much for your interest in the Kiwanis Texas-Oklahoma District Convention scheduled for August 4th and 5th at the Abilene Convention Center.

Vendor set-up will be Thursday afternoon, August 3rd at the Abilene Convention Center (formally Civic Center) from 1-5 pm. Your booth must be open all day Friday, August 4th (8 am – 5 pm) and Saturday, August 5th (8 am - 2 pm). A full convention itinerary is on the website www.txokkiwanisconvention.org. *Registration opens both days at 7 am at the Convention Center so please feel free to open your booth earlier than 8 am if you wish!* There will be Kiwanis members from across the States of Texas and Oklahoma for the convention and ready to shop. We want everyone to be successful.

Booth spaces are assigned based on receipt of applications and fee payment. The committee will make every effort to avoid closely duplicate goods/services. Each booth includes: one table, two chairs, and based on selection one electrical outlet with draping in the back of the booth. Please bring any necessary extension cords and/or power strips, a tablecloth and all signage. All vendors will be advertised on our website www.txokkiwanisconvention.org. You will be notified of selection within two weeks. Deadline for application is **July 15, 2017.**

This application form does not guarantee selection. Vendors will receive a notification letter of acceptance via e-mail. We are NOT accepting applications from food trucks, for alcohol related sales or caterers. If you are selling light snacks, water, sodas, baked goods, etc., you MUST have a permit that can be obtained through the Health Department. If you do not have that permit to display, you cannot sell any type food/drink.

Vendor Information

Company Name: _____

Please print exactly how your company name should appear for printed and website materials.

Contact Person First Name: _____ Last Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Business Phone: (_____) _____ Cell Phone: (_____) _____

Home Phone: (_____) _____ Fax: (_____) _____

Website: _____

Merchandise Price Range? (i.e.: \$1 to \$100) _____

Do you have a brick and mortar store front? _____ If yes, Location: _____

See back page for additional information, payment information and signature.

Please provide a detailed description of items sold, with pictures or a website link if possible, for a better understanding of your product line(s).

Booth Request

Booth	Fee	Selection
10 x 10	\$65	

What are your electrical needs?

****Payment: The payment is due with application.** If a vendor is not selected they will have their payment returned promptly or not processed at all.

Checks payable to Kiwanis DCON.

Enclosed is a check for \$_____

I prefer to use my: VISA ___ MC ___ Card #: _____

Signature: _____ Expiration Date: _____

3 Digit Security Code: _____ Billing Address & Zip: _____

Disclaimer: No refunds, even for no shows. Vendors must adhere to all Abilene Convention Center polices and rules. If vendors damage Convention Center property (i.e. flooring or equipment) all charges will be covered by the vendor. If you are selling light snacks, water, sodas, coffee, baked goods, etc., you MUST have a permit that can be obtained through the Health Department. If you do not have that permit to display, you cannot sell any type food/drink and will be asked to remove those items.

Signature: _____

Kiwanis - DCON
Attn: Vendor Application
473 Cypress St. Suite 107
Abilene, Texas 79601

Scan and e-mail application to: ccurtiscarr.kiwanis@gmail.com