



WEBSTER AREA
CHAMBER
OF COMMERCE

2023 Webster Area Farm and Home Show

January 28, 2023, 9:00AM–4:00PM

Webster Armory, 100 W 11th Ave, Webster, SD 57274

VENDOR REGISTRATION FORM

Webster Area Chamber of Commerce would like to invite you to the Annual Day County Farm and Home show planned for **Saturday, January 28th, 2023** at the Webster Armory.

VENDOR INFO: Vendors may start setting up at 7:00AM on Saturday the 28th. If vendors need more time to set up their booth, they may contact The Chamber and arrange setup the night before the show while the show floor is being organized. Each booth will be provided with one table and two chairs. If additional tables are needed, please indicate below with your registration. Any Vendor not set up by opening time of 9:00AM will have their booth reassigned. We require payment before a booth can be guaranteed! If the show is cancelled due to inclement weather, 50% of your registration fee will be retained to cover fixed costs contributed to organizing this event. **Registrations are due by Wednesday, January 4th, 2023.** This will allow time for marketing and advertising the event. Upon completion and submission of your registration, please submit payment based on the selections you've made and mail your registration to The Webster Area Chamber of Commerce.

SEMINAR OPPORTUNITIES: If you would like to do a seminar, please call the Chamber Office at 605-345-4668 and we would be happy to assist with arranging a seminar time for you the day of the show!

FOOD OPTIONS: A freewill donation meal will be provided the day of the show starting at 11:30AM and will be served until food is gone. Concession stands will also be available during the show with many great food and drink options.

Popcorn and candy may be given away during the show, however, any other food items that would take away from the sales of the groups that are sponsoring the food or concessions are not allowed to be given away or sold at any vendor booth.

PROTECTION FOR THE FLOORING: The Day County Farm and Home Show is held on wood basketball courts, therefore be aware that you will need to put rugs or some form of protection under any items, chairs, or stools that you bring to the show that may damage the floor in any way. If you have any liquid in your display that may spill onto the floor or any colored liquids, etc. please bring a rug or mat for your booth to prevent any damages to the floor. Items that may cause damage to the floors include tables and chairs without rubber ends on the feet, brick, wood, or marble items that may scratch the floor during set-up, taken down, or moved around during the show.

If you need assistance with precautionary items or have spilt or see a spill, please come to the Chamber Booth immediately so we can help with clean up.

VENDOR REGISTRATION

1) BOOTH SIZE (Please select ONE):

- ___ 8'x8' Booth—\$50.00
- ___ 8'x12' Booth—\$75.00
- ___ 8'x16' Booth—\$100.00
- ___ 8'x8' Non-Profit Booth—\$30.00

2) NUMBER OF TABLES NEEDED (Additional cost to Booth Registration)

- ___ One Table (Included with Registration)
- ___ Two Tables—\$5.00
- ___ Three Tables (MAX)—\$10.00

Total Amount Due: \$ _____ (Total of 1 and 2 above) **DUE JANUARY 4th, 2023**

Please make checks payable to Webster Area Chamber of Commerce and mail to PO Box 123, Webster, SD 57274

Business/Organization _____

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

DISCLAIMER:

I hereby agree that the Webster Area Chamber of Commerce or City of Webster is not responsible for accidents or damages to vendor's materials.

1. I will be responsible for initial set-up and will clean up my space at the end of the show
2. I will not begin taking down my displays until 3:00PM the day of the show
3. **I will protect the wood flooring by putting down carpet or other preventative measures under my display items, chairs, and/or tables that may damage the flooring**
4. I will clean up any liquid or substance of any kind immediately from our booth flooring
5. I will fully cover jewelry or any small items with a cloth when leaving my booth at any time to prevent any damages or theft during the show
6. I will send registration and full payment payable to Webster Area Chamber of Commerce by **January 4th, 2023**

Signature: _____ Date: _____