



Western Kansas
Manufacturers Association
P.O. Box 1382
Dodge City, KS 67801

64th Annual 3i SHOW
March 22, 23, 24, 2018
Dodge City, KS 67801

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CONCESSION APPLICATION / CONTRACT

About Your Concession

Concession Name				Contact Name		
Mailing Address				City, State, Zip		
Telephone		Toll-Free		Fax		
KS Sales Tax#		Email		Website		

Completed applications must be submitted by February 1, 2018, and are a commitment to participate in the event. Concession placements will be finalized by February 15, 2018. Concession applications must be complete to be considered, INCLUDE PAYMENT, and include a copy of the following:

- Complete Menu with Pricing (including 3i SHOW meal special)
- Food Vendor License
- Liability Insurance Certificate

All concessions must be set up by 5 p.m. Wednesday, March 21, and open for business all show days by 10:30 a.m.; concessions selected to serve breakfast items must be open by 8 a.m. Concessions must remain open until the close of the show daily. The concession selected to be open during setup must be open on Tuesday, March 20, from 11 a.m. to 2 p.m. and Wednesday, March 21, 11 a.m. to 5 p.m. (flexible to remain open later based on traffic).

Available for setup days: Yes _____ No _____

Concession Type (Mark those applicable)

Food	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
Beverage/Snack	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>

Prices

WSB Expo Kitchen	\$800
Concession Space	\$500

Self-Contained (No water hookup required)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Electrical Power

Electrical will be \$60 per 110-volt and \$90 per 220-volt hook-up (220-volt available outside only). Concession will furnish a 100-foot extension cord for their power requirements. Concession must provide surge protection for their equipment.

Electrical Power Requested:

110-volt: Number of hook-ups _____ @ \$60 each

220-volt: Number of hook-ups _____ @ \$90 each

Credit Cards Accepted

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Concession Size (Including hitch, awning, etc.)

Concession Trailer	<input type="checkbox"/>
Canopy / Tent	<input type="checkbox"/>
Other	<input type="checkbox"/>

By signing below, concessionaire agrees to abide by the Concession Contract/Rules and Regulations on back (signature on back also required).

Signature _____

Title _____ Date _____

CONCESSION CONTRACT (Rules & Regulations)

64th Annual 3i SHOW
March 12, 23, 24, 2018

1. This contract is made subject to the Rules and Regulations outlined herein by Western Kansas Manufacturers Association (WKMA) and outlined in the forthcoming Concession Instructions.

2. Concession agrees to provide WKMA complete sales figures following the 3i SHOW.

3. Concession applications will be approved or denied based on event needs, space availability and/or duplication of products. A variety of offerings is important; however, WKMA does not guarantee exclusivity for any concession or food item.

4. WKMA will make concession space assignments based on event layout. Every effort will be made to accommodate concession's **request of specific** location. However, no specific location is guaranteed. WKMA further reserves the right to move any concession during show planning (inside or outside) as it deems necessary.

5. The space stipulated in this contract is to be used solely for the concession named during the 2018 3i Show and cannot be transferred or any portion sublet by the concession or its agents.

6. Concession must be set up by 5 p.m. March 21, 2018, and open for business all show days by 10:30 a.m.; concessions selected to serve breakfast must be open by 8 a.m. Concession must remain open until the close of the show daily. The concession selected to be open during set-up must be open on Tuesday, March 20, from 11 a.m. to 2 p.m. and Wednesday, March 21, from 11 a.m. to 5 p.m. (flexible to remain open later based on traffic). Failure to meet these requirements may cause subject concessionaire to be barred from future shows.

7. Concession must honor the WSB Expo Center's **exclusive** agreement with Pepsi beverages. Selected concessions will receive Pepsi contact information for discounted product pricing and delivery, although Pepsi products may be purchased at any retail location.

8. Concession assigned to WSB Expo Center kitchen will **work closely with WSB Expo manager's specific rules and** regulations. Coffee machines, filters, grounds and cups will be provided by WSB Expo Center when served at a cost of \$30* per sleeve of coffee cups. *Subject to Change.

9. Concession will provide a phone number for exhibitors to call in food orders. Food concession shall also provide a **complete "3i Show Combo Meal"** including a main course, one side and a drink.

10. Concession shall be prepared in a neat and orderly style, and concession area must be kept clean by the concessionaire during the entire show.

11. Glass bottles are prohibited.

12. Picnic tables will be provided for the general public, not specific vendor use.

13. Trash receptacles will be provided.

14. Concession will deliver supplies to their space before or after show hours as much as possible. Concession will be given one Service pass to allow emergency delivery during show hours. Parking will be in designated exhibitor parking.

15. All concessions must be properly licensed by the Kansas Department of Agriculture and comply with all federal, state and local rules and regulations governing sales tax and food safety. For more information regarding required license, contact the KDA at 785-296-7430. License must be displayed. WKMA is not responsible in the event of a concession closure.

16. OSHA Safety regulations must be followed.

17. No direct access to pressurized water is available. However, water delivery is provided.

18. Use of generators is allowed. However, in the event the noise level or exhaust is offensive to surrounding vendors, concession will be required to shut down the generator and purchase electrical service.

19. Concession agrees to hold WKMA officers, agents and co-sponsoring organizations harmless and blameless, and to assume all liability for bodily injury or property damage to employees or patrons within the contracted space.

20. WKMA will use all reasonable care to prevent loss or damage to **concession's** property but assumes no responsibility or liability for such loss.

21. Concession shall maintain liability insurance for the duration of the 3i Show with no less than \$1,000,000 in combined single limit coverage for personal injury or property damage. Concession must submit a Certificate of Liability Insurance to WKMA listing WKMA as additional insured.

22. Payment Term: Payment in full is due with Concession Application. If invoicing is required, due upon receipt. Interest will be charged on all open accounts at a rate of 1.5% per month.

23. Cancellation Policy: Payment confirms commitment to participate. No refunds will be given.

By signing below, concessionaire agrees to abide by the aforementioned Concession Terms and Conditions.

Concession: _____

Signature: _____

Date: _____