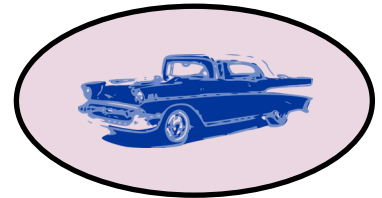


# West Point Craft Show Vendor Information

Held in conjunction with the West Point Road Gems Car Show



Sunday, September 15, 2024  
(10 am - 3:30 pm)



Nielsen Community Center  
200 Anna Stalp Avenue  
West Point, Nebraska

## Space Size and Fees:

- 8'x8' space for \$40 (78 spaces available)
- 6' x 6' space for \$30. (Three available between door exits. Please call Marlene if interested,)
- All tables (6' and 8' rectangular) are \$5 each.

Vendors are limited to the amount of space purchased.

## Guidelines:

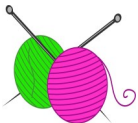
1. Limited space is available and will be assigned based on the date the application **and** payment are received. You can download an application form at [www.roadgems.com](http://www.roadgems.com) or email Marlene at (marlene@knobbe.org).
2. Please complete the **Application and Release Form** and mail it with payment. **Make checks payable to: Catholic Daughters (Attn: Marlene Knobbe, 308 Tower Ln, West Point, NE 68788)**
3. **Confirmation** that your application has been received will be sent by email. If you want the confirmation mailed, please send a self-addressed, stamped envelope along with your registration form.
4. All vendors should charge 7% **sales tax** (state & city) and submit it to the NE Department of Revenue.
5. **Set-up time** for vendors is 8 am to 9:45 am on Sunday, September 15th or 1 pm - 5:30 pm on Saturday, September 14th.
6. **Electricity** is available upon request on the registration form. Vendors supply any extension cords needed.
7. Vendors are responsible for their own merchandise and are responsible for cleaning up their areas.
8. **No early pack-ups permitted.** Your booth must remain on display for the entire duration of the show. The show closes to the public at 3:30 pm. Vendors may leave by 3:45 pm or when all Road Gem car show participants have left from the area around the Nielsen Center.
9. Only one of each independent sales business (i.e. Mary Kay, Watkins, etc.) will be accepted.

**Thank you for considering our show! If you have any questions, please contact:**

Marlene Knobbe

(Phone: 402-380-8576)

(Email: marlene@knobbe.org)



Date Received \_\_\_\_\_ Size Requested \_\_\_\_\_ Electricity \_\_\_ Pd \_\_\_ Chk # \_\_\_\_\_ Booth # \_\_\_\_\_

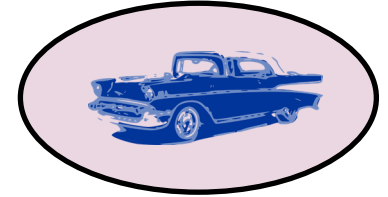
# West Point Craft Show Vendor Application

Held in conjunction with the **West Point Car Show**

**Sunday, September 15, 2024**



Nielsen Community Center  
200 Anna Stalp Avenue  
West Point, NE 68788



**Please complete all information below and submit with payment. Please PRINT.**

Company Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ License Plate # (Include State) \_\_\_\_\_

Email Address \_\_\_\_\_

Type and Description of Merchandise \_\_\_\_\_

Number of 8' x 8' Spaces \_\_\_\_\_ x \$40 = \_\_\_\_\_

Number of 8' Banquet Tables \_\_\_\_\_ x \$5 = \$ \_\_\_\_\_

Number of 6' Tables \_\_\_\_\_ x \$5 = \$ \_\_\_\_\_

Number of Chairs Needed \_\_\_\_\_

Electricity Needed? Yes No

Total amount enclosed: \$ \_\_\_\_\_

**Make checks payable to Catholic Daughters.**

**Mail to:**

Marlene Knobbe  
308 Tower Ln  
West Point, NE 68788

## West Point Road Gems Car Show —Vendor Release

I, \_\_\_\_\_ hereby releases the Road Gems and the City of West Point, Nebraska from any claims for damages to person or property while participating as a vendor during the West Point Craft Show on September 15, 2024.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date