Dear Prospective Exhibitor:

In an effort to promote area home and horticulture business, and to provide educational opportunities, the Harvey County Master Gardeners are hosting the annual Harvey County Home and Garden Show. The dates are scheduled for Saturday, March 23 from 8:30 a.m. – 5 p.m. and Sunday, March 24 from Noon – 5 p.m.

This event will be in the Dyck Arboretum of the Plains at 177 W. Hickory in Hesston. Please note, this is a tobacco free location.

This is prime time to begin gardening and landscaping and will make a great event. Speakers, both local and statewide, are confirmed for the educational seminars and sponsors have been secured for the show. Again, this year we will have an activity for youth to participate in.

In order to include your business information in our promotions, we must receive your registration no later than March 8th.

We offer our booth size of 10’ x 10’ at an affordable $40 rate (limit 2). If you would like electricity there is an additional fee of $5 per booth. Please see the enclosed registration form for more information.

Your booths must be staffed from open to close, both days of the show. To help beautify the show, we ask that you include at least three-square feet of living plant material in your booth.

The K-State Research and Extension office, Master Gardener Volunteers and the Dyck Arboretum of the Plains are not responsible for damage, lost/missing/stolen items or for accidents. We encourage exhibitors to have liability insurance. If you have further questions, please call me at (316) 284-6930.

Thank you,

Scott Eckert
K-State Research and Extension – Harvey County Horticulture Agent
Map

Located in Hesston, Kansas. exit Interstate 135 at Lincoln Blvd., exit 40.

35 miles north of Wichita or 60 miles south of Interstate 70/Salina, KS.
Harvey County Home and Garden Show
2024 Registration
March 23 (8:30 a.m. – 5 p.m.) and March 24 (Noon – 5 p.m.)
Dyck Arboretum of the Plains
177 W. Hickory, Hesston KS

Name of Business ____________________________________________

Name of Business’ Event Coordinator __________________________

Mailing Address ____________________________________________

City __________________ State ____________ Zip ______________

Phone _________________ Email ______________________________

Sales Tax ID Number (if applicable) __________________________
(special event packet will be issued to those without a number to assist with sales tax preparation*)

Website/Facebook Page for Promotions
_________________________________________________________________

Booth Registration
(Tables, chairs, extension cords, etc. are exhibitor’s responsibility.
Limit 2 booth spaces per exhibitor.)

<table>
<thead>
<tr>
<th>Booth Options</th>
<th>Price/Booth</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ (limit 2)</td>
<td>$40</td>
<td>_______</td>
<td>______</td>
</tr>
<tr>
<td>Electricity</td>
<td>$5 (1 plugin)</td>
<td>_______</td>
<td>______</td>
</tr>
</tbody>
</table>

Total Registration Fee _______

*All federal, state, and local laws governing retail sales tax must be followed. I understand the rules and regulations of the event and will comply. I realize that failure to comply may result in expulsion from the event. Event sales tax account packet may be used in lieu of individual registration if you participate in four or fewer events per calendar year.

For more information, please call Scott Eckert at (316) 284-6930 or email seckert@ksu.edu. (over)
Vendor Agreement

- Set up Friday, March 22 1 p.m. – 6 p.m. 
  Special arrangements available by calling Scott Eckert.

- Tear down Sunday, March 24 **AFTER** 5 p.m.

The Harvey County Home & Garden Show reserves the right to limit show participation to only approved businesses.

Exhibitor hereby releases the Harvey County Home & Garden Show, Dyck Arboretum of the Plains, and its sponsors from any claim for damage and injury to property or person in conjunction with Exhibitor’s participation in the show.

Exhibitor agrees that the Harvey County Home & Garden Show may include exhibitor’s name and products/services in advertising and promotional material.

Your booth **MUST** be staffed both days for the duration of the show, or you may not be invited back.

I have read and agreed with all terms and conditions.

________________________________________________________________________

Date __________________________ Signature of Representative ______________________

Make Checks payable to **Harvey County Master Gardeners**.
Send check and booth registration form to:
  Harvey County Extension
  PO Box 583
  Newton KS 67114

If paying by Credit/Debit Card please complete this portion, or call (316) 284-6930 during business hours to pay by phone.

  Card Number: __________________________
  Expiration date (mm/yy): ___________
  Security code: ___________
  Billing Zip Code: ___________

  A payment receipt will be emailed.