# BUFFALO COMMUNITY CENTER

## SIP & SHOP VENDOR FORM

426 Clark Street, Buffalo, IA 52728

Name:_____

Product(s)Sold_____

Address:_____

City:_____ State:_____ Zip: _____

Phone:_____ Email:_____

Vendors will be responsible for set-up and tear down of their own booth, keeping their booth clean, and cleaning up after the show. We provide tables. Each table is 8 ft. long ( Rental is $25.00 each) Feel free to bring in a cart or display, etc but be ready to be flexible with the set up location in the facility. Each vendor will be responsible for their own taxes, insurance, lost or stolen items, broken items etc. **This show is first come, first served. Your form & check will be returned to you if your craft type or company is overbooked. No refunds and No transferring if you need to cancel.** We have limited space and limited tables available. Please sign up asap.

Set up is usually the evening before at 6pm. I will reach out to you if this changes. Each of the Sip&Shop events will be promoted on social media. We would love for you to share them on your personal and business pages to get more visibility. Our Bar will be open for all events and we are scheduling food trucks to be at each event as well. **These events start promptly at 5pm and end at 8pm.** Please do not sign up for the event if you are unable to be there when it starts and stay until it is complete. If you have any questions or are unable to attend, please call or text me at (563) 210-5982 or email me at brandyharland@aol.com

Signature: _____ Date:_____

**Wed, Sept. 2nd #_____ Number of tables requested x $25.00 =$_____**
**Wed, Oct. 7th #_____ Number of tables requested x $25.00 =$_____**
**Wed, Dec. 9th #_____ Number of tables requested x $25.00 =$_____**

**TOTAL ENCLOSED =$_____**

**Print and Mail this completed form and a check made payable to "CITY OF BUFFALO" to:**
**Buffalo City Hall, Po Box 557, Buffalo, IA 52728 This is the only way to register for this show.**

**DO NOT VENMO OR PAYPAL MONEY TO RANDOM PEOPLE ON THE INTERNET!**

**IN ADDITION TO THE FEE, WE REQUEST A DOOR PRIZE AT CHECK IN. (VALUE $20)**

**PLEASE HAVE READY AT CHECK IN!**