



WAMEGO
Area Chamber of Commerce

Dear Craft Vendor,

Our community is proud to announce the dates of the 31st Annual Tulip Festival! The 2018 Tulip Festival will be held in the beautiful Wamego City Park on April 21st and 22nd, 2018. We welcome your application for this long running festival.

Attached are the guidelines, rules and application requirements of each craft vendor to be eligible to participate in the event. Please read the information carefully and thoroughly. Even if you have previously participated in the festival, detailed descriptions, pictures of both the craft AND its creation, and a completed application are required. All these materials help the committee choose and place craft vendors appropriately. It is recommended that you take photos of the creation process throughout the year to send with your application.

- To avoid congestion, **NO vehicles will be allowed to enter the park on Friday or Saturday morning. Vehicles will be allowed to pull onto the asphalt road into the park on Sunday for Load-Out ONLY.** Please be patient and courteous towards your fellow vendors.
- **Absolutely NO driving or parking on the City Park grass.**

The festival is seeking a variety of quality hand-crafted vendors for this show. **We are NOT able to HOLD spots.** Applications will be reviewed by the committee on a regular schedule starting the first week in January. A phone call to inquire about our festival is not considered an application. **All vendors must submit a completed application along with payment.** Confirmation letters will be sent out starting in mid-January or upon receipt thereafter. Fees for spaces are explained in the attached guidelines and application. Do not hesitate to call or email if you have questions. **PLEASE APPLY EARLY. Application deadline is March 15, 2018.**

Tulip Festival is a juried arts and crafts show. Craft vendors may only sell items that they have created. Craft vendors are "pre-screened" via the application process, so photos of the craft and its creation are essential. Actual jurying takes place onsite during booth setup.

Thank you for considering our festival! If you have questions, please call the Chamber office at (785) 456-7849 or email: kara@wamegochamber.com.

Sincerely,

Tulip Festival Committee
Wamego Area Chamber of Commerce

31st Annual Wamego Tulip Festival-2018

Saturday, April 21, 2018 - 9 a.m. to 5 p.m. Sunday, April 22, 2018 – 10 a.m. to 4 p.m.

Guidelines and Rules

This is an outdoor festival within the beautiful Wamego City Park. Please read this information carefully.

REQUIRED QUALIFICATIONS:

- **QUALITY HANDCRAFTED ITEMS ONLY! NO MANUFACTURED ITEMS WILL BE ALLOWED.** This means NO COMMERCIAL, RESALE or FLEA MARKET ITEMS will be allowed at the festival. Booth inspections will be conducted starting on Friday afternoon and then at random daily, to ensure a quality show for exhibitors and shoppers. Vendors not in compliance will forfeit their booth fee and be asked to leave.
- With your application, you **MUST SEND NO LESS THAN 4 UPDATED PHOTOS** showing the types of items you will be offering. At least two of the photos should include the creation process, but you are not required to show every step in the creation process. Make sure the photo is far enough back to see you and your work area. These pictures will be used to place vendors/products. If you do not send photos, your application will not be accepted. A detailed, written description of the items must be included in the space provided on the application. If this section is left blank - your application will not be accepted. If additional space is needed, please attach extra pages.
- **Deadline for the application is FRIDAY, MARCH 15, 2018.** If your application is accepted, then there will be no refund for any reason. Booth spaces inside the large tents are generally spoken for by mid-February. Having a booth inside the large tents one year DOES NOT guarantee the same for the next year. Apply early for space inside the large tents.

BOOTHS:

- Booth fees must accompany the application. An application received without payment will not be reviewed. NO applications accepted by fax or e-mail as fee and photos must accompany application.
- We will place booths according to the types of merchandise offered. **It is to your benefit to show as much detail as possible in your photos and give a detailed description of your items.** If you are a returning vendor, and are accepted, every effort will be made to place you near the same spot as previous years, if you desire – but not guaranteed! No spaces will be held for any reason!
- **It is possible that your application for this festival will not be accepted.** If we receive a large number of vendors offering the same type of items, if we are unable to identify the quality and/or authenticity of your handcrafted items, or if we receive an INCOMPLETE application, your application may not be accepted.
- Outside 12x12 spaces are open air on concrete, asphalt or grass (\$100). Inside spaces are 10x8 in large enclosed tents on grass (\$120). **We do not supply tents, tables, shelving, chairs, etc.**
- Vendors located outside will need to bring their own tents/canopies. Tents/canopies must be free standing with adequate weights in case of wind. Tents/canopies must fit in the allotted space. **No vendors will be allowed to drill or stake tents/canopies to the grass/concrete/asphalt.**
- Electricity spaces are available but are in limited supply, so apply early. Electricity cannot be guaranteed to all that apply.
- Confirmation letters will be mailed starting in January or upon receipt thereafter. If your booth is not accepted for the 2018 festival, your photos and booth fee will be returned.

SET-UP/TEAR-DOWN:

- There are absolutely no vehicles allowed inside the Wamego City Park. Unloading assistance will be provided as a benefit for those who request it in advance – available only on Friday. **Please mark your application appropriately by selecting yes or no for assistance.** Additional details regarding unloading assistance will be provided in acceptance letters.
- If you choose to accept unloading assistance, a check-in and unloading appointment time will be assigned based on the earliest time you can arrive noted in your application. Assistance is available **on Friday and Sunday only. You will also be assigned an approximate load-out time.**
- If you choose NOT to accept unloading assistance, you may check-in anytime on Friday, April 20th between 9:30 a.m. and 6:00 pm or Saturday, April 21st between 6:00 am and 8:00 am.
- **Upon arrival at the park, all vendors must check-in at the information booth to receive a booth packet and space assignment.**
- Jurying will start after noon on Friday, April 20th, 2018. **If we find at any time that you have non-handcrafted items you will be asked to leave, and your booth fees will be forfeited!** It is in your best interest to bring only quality handcrafted items.
- All vendor set up must be completed by 8:30 am on Saturday, April 21st.
- NO breakdown of booths before 3:30 pm on Sunday, April 22nd (except in the case of severe weather, of which you will be notified). If you are found to have packed up early then the committee will take that into consideration when you apply for next year.
- Security will be provided overnight on both Friday and Saturday but please use your best judgment on what you leave out.

GENERAL INFORMATION:

- SMOKING IS NOT PERMITTED IN THE BOOTHS. We encourage a complete smoke free area for the benefit of patrons.
- NO DOGS ALLOWED IN THE TENTS (except service animals).
- NO RV parking/over-night stays allowed in the City Park. Vendor parking will be allowed in the gravel lot south of the City Park. There is no power available within the lot. More parking information will be inside the acceptance letters.

If you have any questions, please call (785) 456-7849 or email kara@wamegochamber.com

31st Annual Wamego Tulip Festival-2018

Saturday, April 21, 2018 - 9 a.m. to 5 p.m. Sunday, April 22, 2018- 10 a.m. to 4 p.m.
Mail to: Wamego Area Chamber of Commerce, 529 Lincoln Avenue, Wamego, KS 66547
Application must be completed thoroughly! **Please read carefully!!**

Date Rec'd
Check # Amt.
Accepted _____ Rejected _____
Letter Sent
Help Time
Space #
Internal Use Only

Name: _____

Business Name: _____ Returning Vendor? _____

Address: _____ New Address? _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

- 1. Unloading:** Unloading assistance is on **Friday** only (please check-in upon arrival). This includes load-out assistance on **Sunday** (You will be assigned an approximate load-out time for Sunday based on how long you need to tear down...see below).

Would you like **assistance**? (Circle one): **YES** or **NO**

You cannot park close to your booth to unload. If you chose "NO," then you will not receive assistance unloading.

What time **FRIDAY** is the earliest time you can arrive? _____ Approximately how long do you need to **tear down**? _____

- 2. Electricity:** Would you like **electricity**? (spaces are limited and cannot be guaranteed) (Circle one): **YES** or **NO**

3. Booth Choices:

OUTSIDE SPACE: Outside spaces are open air on concrete, asphalt or grass. Please choose appropriately.

_____ 12' x 12' booth space - \$100.00 each (indicate number of spaces - 1, 2, 3, etc.)
Indicate priority by a 1, 2 & 3 _____ Grass _____ Tennis Court _____ Asphalt
_____ **Total amount enclosed**

INSIDE SPACE: (Inside spaces are inside a 40' x 80' festival tent on grass.)

_____ 10' x 8' booth space - \$120.00 each (indicate number of spaces - 1, 2, 3, etc.)
_____ **Total amount enclosed**

Detailed description of your hand-crafted items: (Attach separate pages if needed. MUST include FOUR (4) PICTURES of your items. At least 2 of the pictures should be of the creation process in your work area.)

- ❖ **Application deadline is FRIDAY, MARCH 15, 2018.**
- ❖ **Quality HANDCRAFTED items only.**
- ❖ **Some applications MAY not be accepted. Some space assignment requests may not be possible to accommodate.**
- ❖ **Absolutely no refund if application is accepted.**
- ❖ **All vendors (new and previous) must send no less than 4 updated photos of your items and their creation with the application.**
- ❖ **Booth fees must be sent with application. We will not accept applications by fax or email. No determinations will be made by phone.**
- ❖ **Incomplete applications will not be reviewed.**

READ CAREFULLY

The show will be JURIED ONSITE starting the afternoon of Friday, April 20, 2018 and continue April 21. If we find you have non-handcrafted items, you will forfeit your entry fee and be asked to leave immediately. Tulip Festival Management decisions are FINAL. It is in your best interest to bring only quality handcrafted items. We reserve the right to deny any application or vendor.

By signing below, you acknowledge that you have read and fully agree to be bound by the guidelines and rules of this application. Should your application be accepted for the 31st Annual Wamego Tulip Festival, you will cooperate fully with all guidelines, regulations, and qualifications. No refunds are given once an application is accepted. The Wamego Area Chamber of Commerce, the City of Wamego, or their agents will assume no responsibility for loss or damage to any vendor property.

Signature _____ Date: _____