

31st Annual Wamego Tulip Festival – 2018

Tourism Tent

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:

- Applicants should represent communities, counties, regional areas, CVBs, Chambers, events, venues, travel amenities or other tourism-related entities.
- Booths and booth activities are restricted to tourism promotion and associated activities. This means NO COMMERCIAL ACTIVITY or SALE / RESALE of merchandise is allowed.
- **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 tourism tent are expected to go fast.

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 must accompany application.
- We will place booths according to state geography. No specific spaces in the tent will be reserved or held for any reason!
- **It is possible that your application for this festival will not be accepted.**
- Booth spaces are 8' x 10' and an 8' table will be provided for each booth space.
- The booth fee is \$75 until January 31, 2018 and \$125 after that date. Spaces are limited, apply early.
- Electricity is available for an additional \$20. Every effort will be made to ensure access to electricity in reasonable proximity to all booths. Please bring extension cords to ensure access.
- Confirmation letters will be mailed starting in mid-December and upon receipt thereafter. If your booth is not accepted for the 2018 festival, your 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.**
- All 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:

Daryn Soldan – daryn@wamegochamber.com

Michelle Crisler – michellec@wamego.org

31st Annual Wamego Tulip Festival – 2018 Tourism Tent Application

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: _____

Organization / Business Name: _____

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**? (Circle one): YES or NO

3. Booth Space:

INSIDE SPACE (Tourism Tent): (Inside a 40' x 100' festival tent on concrete)

- _____ 10' x 8' booth space – \$125.00
*** EARLY BIRD RATE – \$75 if application received by January 31, 2017 ***
(limit 1 booth space per applying organization)
- _____ Access to Electricity - \$20.00
- _____ Total amount enclosed

Brief description of what you will be promoting at the Tulip Festival Tourism Tent: (Attach separate pages if needed)

- ❖ **Application deadline is FRIDAY, MARCH 15, 2018.**
- ❖ Some applications MAY not be accepted.
- ❖ Absolutely no refund if application is accepted.
- ❖ 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.

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: _____