

# 32nd Annual Wamego Tulip Festival – 2019

## Tourism Tent

**Saturday, April 27, 2019 - 9 a.m. to 5 p.m. Sunday, April 28, 2019 – 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, 2019.** 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 \$125.00 until January 31, 2019 and \$175.00 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 January and upon receipt thereafter. If your booth is not accepted for the 2019 festival, your booth fee will be returned.

#### SET-UP/TEAR-DOWN:

- There are absolutely no vehicles allowed inside the Wamego City Park. **If you need special assistance, please contact us a least two weeks prior to the event.**
- **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 27<sup>th</sup>.
- NO breakdown of booths before 3:30 pm on Sunday, April 28<sup>th</sup> (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](mailto:daryn@wamegochamber.com)**

**Michelle Crisler – [michellec@wamego.org](mailto:michellec@wamego.org)**

# 32<sup>nd</sup> Annual Wamego Tulip Festival – 2019

## Tourism Tent Application

Saturday, April 27th, 2019 - 9 a.m. to 5 p.m. Sunday, April 28th, 2019- 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:** If you require special assistance for unloading, please contact our office two weeks prior to festival.
2. **Do you plan to set-up: Friday or Saturday? (Circle one)**
3. **Electricity:** Would you like **electricity?** (Circle one): YES or NO
4. **Booth Space:**

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

- \_\_\_\_\_ 10' x 8' booth space – \$175.00  
 \*\*\* EARLY BIRD RATE – \$125 if application is received by January 31, 2019 \*\*\*  
 (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)**

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- ❖ **Application deadline is FRIDAY, MARCH 15, 2019.**
- ❖ 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 32nd 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: \_\_\_\_\_