

**PLEASE BE SURE
TO READ THE
APPLICATION AND
GUIDELINES
COMPLETELY.**

**THERE ARE
CHANGES!!!!**



April, 2011

Dear Craft Vendor,

Our community is proud to announce the dates of our 25th Annual Tulip Festival! The 2012 Tulip Festival will be held in the beautiful Wamego City Park on April 14th and 15th, 2012. We welcome your application for this long-standing, successful event.

Enclosed are the guidelines, rules and application that we require each craft vendor to read and complete to be eligible to participate in the event. Please read the information carefully and thoroughly. Detailed descriptions, pictures of the craft and its creation by you (even if you have previously attended the festival) as well as a completed application help us choose and place craft vendors appropriately. We recommend taking photos of the creation process throughout the year to send with your application.

We are seeking a variety of quality hand-crafted vendors for this show. Please apply early. Confirmation letters will be sent out in January or upon receipt thereafter. Fees for spaces are explained in the attached guidelines and application. Once again, please read all the information carefully, but do not hesitate to call or email if you have questions. This is the 25th anniversary of the festival and we anticipate a large showing. PLEASE APPLY EARLY.

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

Thank you for considering application to our festival! If you have questions, please call the Chamber office at (785) 456-7849 or email at wchamber@wamego.net.

Sincerely,

Tulip Festival Committee
Wamego Chamber of Commerce/Mainstreet

Enclosure



24th Annual Wamego Tulip Festival
Saturday, April 14, 2012 - 9 a.m. to 6 p.m. Sunday, April 15, 2012 – 10 a.m. to 4 p.m.
Guidelines and Rules

This is an outdoor festival, inside 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.
- **The show will be JURIED ONSITE** starting the afternoon of Friday, April 13th, 2012 and continuing on Saturday, April 14th from 5:30 a.m. to 7:00 a.m. during the set-up. If we find you have non-handcrafted items you will forfeit your entry fee and be asked to leave immediately. More information on setup and jurying will be sent with an acceptance letter. It is in your best interest to bring only quality handcrafted items.
- With your application, you **MUST send NO LESS than 4 updated photos showing the types and quality of items you will be offering, including at least two of the creation process far enough back to see you and your work area, even if you have participated in the festival previously.** These pictures will be used to place vendors/products. If you do not send photos, your application will be returned. A detailed description of the items you will offer for sale must be given in the space provided on the application. If this section is left blank - your application will be returned. If additional space is needed, please attach extra pages.
- **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 25th Annual Wamego Tulip Festival, you will cooperate fully with all guidelines, regulations, and qualifications. Absolutely no refunds if application is accepted.

BOOTHS:

- Booth fees must accompany the application or application will be returned. NO faxes or emails accepted.
- We will place booths according to the types of merchandise offered. **It is to your benefit to show as much as possible in your pictures and give very detailed description of your items.**
- 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. We do not supply tents, tables, shelving, chairs, etc. Inside spaces are 10x7 in large enclosed tents on grass. **We do not supply tables, shelving, chairs, etc.**
- Vendors located outside will need to bring their own tents. Tents must be free standing with adequate weights in case of wind. **No vendors will be allowed to drill or stake tents to the concrete/asphalt.**
- Tents must fit in the allotted space. Electricity spaces are limited. Apply early. Electricity cannot be guaranteed to all that apply.
- DEADLINE for applications is FRIDAY, MARCH 30TH, 2012. Applications received after FRIDAY, MARCH 30TH, 2012 **WILL BE RETURNED. ABSOLUTELY NO REFUNDS** if application is accepted.
- Confirmation letters will be mailed starting in January or upon receipt thereafter. If your booth is not accepted for the 2012 festival, your pictures and booth fee will be returned.

SET-UP:

- **Unloading assistance will be provided as a benefit.** You will be required to assist with the unloading! Assistance is provided to increase the speed of setup and traffic flow and because **YOU CANNOT PARK CLOSE TO YOUR BOOTH TO SET UP.** Further details will be provided in acceptance letters. You may reserve the right to refuse the unloading assistance. **Please mark your application appropriately. You must select yes or no for assistance!**
- If you want unloading assistance, setup times will be **assigned** based on the earliest time you can arrive noted in your application. You will be notified of your assigned set-up time in your confirmation letter. Times will be on Friday, April 13th only. If you **DO NOT** want unloading assistance you may check-in on Friday, April 13th between 10:00 a.m. and 6:00 p.m. or Saturday, April 14th between 5:30 a.m. and 7:00 a.m. All vendor set up must be completed by 7:00 a.m. on Saturday, April 14th. Jurying will start after noon on Friday, April 13th, 2012. **If we find you have non-handcrafted items you will be asked to leave!** No refunds will be given. It is in your best interest to bring only quality handcrafted items.
- Upon arrival at the park, all vendors MUST CHECK-IN to receive a booth packet and space assignment at the information booth. Set-up WILL NOT BE ALLOWED before checking-in AT THE FESTIVAL CHECK-IN STATION (the information booth south of the large festival tents.)
- NO breakdown of booths before 4:00 pm on Sunday, April 15th (except in the case of severe weather, of which you will be notified). Any vendors that breakdown before the close of the festival may not be allowed to return the following year as a vendor. The vendors are responsible for set-up and tear down of the booth space.

GENERAL INFORMATION:

- SMOKING IS NOT PERMITTED IN THE BOOTHS & NO DOGS ALLOWED IN THE TENTS. We encourage a complete smoke free area for the benefit of patrons.
- NO RV parking allowed in the City Park. Vendor parking locations must be used and will be enforced.
- Vendor parking will be allowed in the gravel lot south of the City Park. More parking information will be inside the acceptance letters.

If you have any questions, please call (785) 456-7849. Thank you!



25th Annual Wamego Tulip Festival
 Saturday, April 14, 2012 - 9 a.m. to 6 p.m. Sunday, April 15, 2012 - 10 a.m. to 4 p.m.
Application must be completed thoroughly! Please read carefully!!

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number _____ Email _____
 Tax ID Number _____

SPACE NUMBER
ACCEPTED DATE
INSIDE or OUTSIDE
NO - TIME

INTERNAL USE ONLY PLEASE

JURIED

1. **Would you like assistance unloading (circle one): YES or NO** **If you chose "NO" you will not receive assistance unloading upon arrival.**
 You cannot park close to your booth to unload.

Approximately how long do you to set up? _____ What is the earliest time you can arrive on Friday? _____

2. **Would you like electricity (circle one): YES or NO (you must let us know if you need power to your booth, space is limited)**

3. **OUTSIDE SPACE:** (Outside spaces are open air on concrete, asphalt or grass. Please Choose appropriately)
 Indicate number of spaces you need. Electricity spaces are limited and can not be guaranteed.

_____ 12' x 12' booth space - \$80.00 each (indicate 1, 2, 3, etc.) ___ Grass ___ Asphalt ___ Concrete

_____ **Total amount enclosed**

4. **INSIDE SPACE:** (Inside spaces are inside a 40' x 80' festival tent on grass.)
 Indicate number of spaces you need. Electricity spaces are limited and can not be guaranteed.

_____ 10' x 7' booth space - \$100.00 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 30TH, 2012.**
- ❖ **Quality HANDCRAFTED ITEMS ONLY.**
- ❖ **All applications MAY NOT be accepted!**
- ❖ **Absolutely NO REFUND if application is accepted.**
- ❖ **You MUST send NO LESS than 4 updated PHOTOS of your items and their creation by you with the application.**
- ❖ **A detailed description of all crafts must be printed on, or sent with the application.**
- ❖ **Booth fees must be sent with application! We will NOT accept applications by fax or email.**
- ❖ **Incomplete applications will not be reviewed and will be returned.**
- ❖ **The Wamego Chamber of Commerce/Mainstreet, the City of Wamego, or their agents will assume no responsibility for loss or damage to any vendor property.**

READ CAREFULLY

The show will be JURIED ONSITE starting the afternoon of Friday, April 13, 2012. 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 25th Annual Wamego Tulip Festival, you will cooperate fully with all guidelines, regulations, and qualifications. No refunds are given if the application is accepted.

Signature _____ Date: _____

Print and Mail with payment to: Wamego Chamber of Commerce/Mainstreet, 529 Lincoln Avenue, Wamego, KS 66547
 Phone: (785) 456-7849