

**PLEASE BE SURE  
TO READ THE  
APPLICATION AND  
GUIDELINES IN  
ITS ENTIRETY, AS  
THERE ARE  
CHANGES!!!!**



December 16, 2009

Dear Craft Vendor,

Our community is proud to announce the dates of our 23<sup>rd</sup> Annual Tulip Festival! This year's Tulip Festival will be held in the beautiful Wamego City Park on April 17<sup>th</sup> and 18<sup>th</sup>, 2010. 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 and pictures of the craft and it being created by you, as well as a completed application help us choose and place craft vendors appropriately.

We are seeking a variety of quality hand-crafted vendors for this show. Please apply early. Confirmation letters will be sent as applications are received. 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 should have questions.

Tulip Festival is a juried arts and crafts show. All vendors must sell items that they have created. Vendors are "pre-screened" via the application process. 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 us at [wchamber@wamego.net](mailto:wchamber@wamego.net).

Sincerely,

Tulip Festival Committee  
Wamego Chamber of Commerce/Mainstreet

Enclosure



**23rd Annual Wamego Tulip Festival**  
**Saturday, April 17, 2010 - 9 a.m. to 5 p.m.    Sunday, April 18, 2010 - 11 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 16th, 2010 and continuing on Saturday, April 17th from 5:30 a.m. to 7:00 a.m. If we find you have non-handcrafted items you will forfeit your entry fee and be asked to leave immediately. Jurying will take place as each individual vendor is set up and ready. We hope this will increase the speed and convenience of the jury process. 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. 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 23rd 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 be placing 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. Inside and outside electric space is limited. Apply early. Electricity cannot be guaranteed to all that apply.
- **DEADLINE** for applications is **WEDNESDAY, APRIL 7<sup>TH</sup>, 2010**. Applications received after **WEDNESDAY, APRIL 7<sup>TH</sup>, 2010 WILL BE RETURNED. ABSOLUTELY NO REFUNDS** if application is accepted.
- Confirmation letters will be mailed out on an "as received/accepted" basis. If your booth is not accepted for the 2010 Show, your pictures and booth fee will be returned to you.

**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. Further details will be provided in acceptance letters. You can reserve the right not to use 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 your booth location. You will be notified of your assigned set-up time in your confirmation letter. Times will be on Friday, April 16th. If you **DO NOT** want unloading assistance you may check-in on Friday, April 16th between 11:00 a.m. and 6:00 p.m. or Saturday, April 17th 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 17th. Jurying will start in the afternoon on Friday, April 16th, 2010. **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. 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 18th (except in the case of severe weather, which you will be notified of). Any vendors that breakdown before the close of the festival may not be allowed to return to 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 TENTS & 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 around the perimeter of the City Park. More parking information will be in the acceptance letters.

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



**23rd Annual Wamego Tulip Festival**  
**Saturday, April 17, 2010 - 9 a.m. to 5 p.m.    Sunday, April 18, 2010 - 11 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 \_\_\_\_\_

**Approximately how long does it take you to setup?** \_\_\_\_\_ **What is the earliest time you can arrive on Friday?** \_\_\_\_\_

**Would you like assistance in unloading (circle one): YES or NO    If you chose "NO" you will not receive assistance in unloading upon arrival.**

**OUTSIDE SPACE:** (Outside spaces are open air on concrete, asphalt or grass. Please Choose appropriately)

Indicate number of spaces you need. Electrical spaces are limited and can not be guaranteed.

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

\_\_\_\_\_ Electricity (you must let us know if you need power to your booth, space is limited)

\_\_\_\_\_ **Total amount enclosed**

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

Indicate number of spaces you need. Electrical spaces are limited and can not be guaranteed.

\_\_\_\_\_ 10' x 7' booth space - \$90.00 each (indicate 1, 2, 3, etc.)

\_\_\_\_\_ Electricity (you must let us know if you need power to your booth, space is limited)

\_\_\_\_\_ **Total amount enclosed**

**Detailed description of your hand crafted items: (Attach separate pages if needed. Include pictures with your application.)**

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- ❖ **APPLICATION DEADLINE IS WEDNESDAY, APRIL 7th, 2010.**
- ❖ **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, 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 16, 2010. 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 23rd 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, 529 Lincoln Avenue, Wamego, KS 66547  
 Phone: (785) 456-7849