

Dear Artists and Crafters:

You are cordially invited to take part in Marion's 40th Annual Art in the Park and Craft Show, to be held Saturday, September 15, 2018. This fall fair will take place from 9AM to 5PM, in Marion's beautiful Central Park, located in downtown Marion, Kansas.

The charge per 10' x 10' space is \$75.00, payable in advance. A reservation form is enclosed for your convenience. Please return your paid reservation by **August 3, 2018** at the latest. **No refunds will be given after this date. No refunds will be given for inclement weather. Sorry!** Early applications asking for the same location as the previous year will be given top priority. Artists wanting additional space, even if the space becomes available due to a "no show," will need to pay the same set rate for that space.

You may set up on Friday afternoon after 3PM, or Saturday morning after 6AM. We do ask that you remain set up until the fair closes at 5PM. You will need to provide your own tables and seating. If you have a canopy, please indicate the size on your application. If you are setting up on Friday, do not worry about security. The Boy Scouts will patrol the park all night, as well as help crafters unload items. We do ask that you tip the Scouts, generously. The money should be given to a Scout Leader or an Art in the Park Staff member. The money is used to obtain equipment, etc., for their troop.

We ask that all items in your booth **be handcrafted, and please NO IMPORTS**. After viewing your photos, we may call to verify this, so please include your phone number. **ITEMS MUST BE HAND CREATED and NOT COMMERCIAL!**

All **new** exhibitors must send in four (4) photos of your products and one (1) photo of your display set up. Please label each photo with your name and address. We will return your photos to you at our show.

BOOTH SHARING - Booths may be shared by different artists. Each artist in the booth must complete and sign an application and each must abide by all show guidelines. Shared booth applications **MUST** be sent in at the same time.

SUBLETTING PROHIBITED - Exhibitors may not sell or give their booth space to anyone. The registered exhibitor and their merchandise must be the one occupying the booth. If you are unable to come, please call and let us know.

To draw potential customers for your wares, we advertise throughout the year. Our park offers a safe environment for children, and we have a food court. We provide each artist with complimentary food coupons, and we also have a drawing for gift certificates at 4PM during our show. These gift certificates may be used in any booth, before the close of our show. We ask you to accept the gift certificates as cash, and bring them to our information booth at the front of the park to be reimbursed. Our show is free to the public, and we provide a free shuttle bus service the day of our show, to help with parking. We ask that you help with parking by moving your vehicle once you have unloaded, and ride the shuttle bus back to the park. We want parking near our event to be available for customers with money to spend. The bus will continue to run until everyone has retrieved their vehicle. Please help us help you by cooperating with our parking policy and moving your vehicle ASAP after you unload.

*Electricity is available for an additional \$10.00 fee. Please indicate if you want electricity on your application. Due to the overwhelming demand for electricity and a limited supply of outlets, please request power only if you are using a saw, cooking, lights, etc. Please **do not request electricity for cash registers**. You will need your own extension cord.

**Trailer Parking is available in the park for an additional \$45.00 fee per vehicle, for those needing access to additional stock during the show. You will be asked to drop the trailer. Only artists who have pre-paid for trailer parking will be admitted in this area. A list of artists who have pre-paid for trailer parking will be given to the attendant at the park driveway gate. Only names on the list will be admitted for such parking. We appreciate your cooperation with this matter.

Again, we appreciate your cooperation and understanding as these policies have the interest of everyone in mind and have been made to help make things fair for everyone, and to benefit all involved. We thank you all for participating in our Marion Art and Craft Fair, for without you, we wouldn't be able to hold this event. We will be looking forward to seeing you again. And if you have suggestions, questions, or concerns, please let us know. We try to make our show better each year, and hope you are available to join us for this popular event!

Thank you,
Judy Christensen, Chairman
Margo Yates, Director
Allison Shults, Assistant

Marion Parks & Recreation
203 N. Third
Marion, Ks. 66861
Phone: 620-382-3425
E-mail: chinga@eaglecom.net

Art in the Park and Craft Show
September 15, 2018
9 a.m. – 5 p.m.
Central Park, Marion, Kansas

I would like to reserve _____ space(s), of a 10' x 10' area, at \$75.00 per space, at the Marion Art in the Park and Craft Show, on Saturday, September 15, 2018.

Specify type of Art or Craft: _____

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: Area Code: (_____) _____

E-Mail Address: _____

Electricity: YES _____ NO _____ (Additional \$10.00 Fee)

Trailer Parking: YES _____ NO _____ (Additional \$45.00 Fee)

Date: _____

Total Amount Paid: _____

Would you prefer to set up Friday afternoon? YES _____ NO _____

Do you have a canopy you will use? YES _____ NO _____ SIZE: _____

Are your items handmade? YES _____ NO _____

Please enclose a check or money order, covering the total amount due, made payable to:
City of Marion, 203 N. Third, Marion, Ks. 66861.

Please submit a photo of your work if you are new to our show. Also, please remember to sign and return the release form. Please mail to the above address. If you have questions, or concerns, please feel free to call us.

RELEASE OF RESPONSIBILITY DOCUMENT

RE: Marion Art in the Park and Craft Show
City of Marion Parks & Recreation Department
Marion, Kansas 66861

To Whom It May Concern:

You, as an individual or a company, shall be totally responsible for any and all damages and/or losses that may occur while your items are on and/or within the premises of the Art in the Park and Craft Show. We do not anticipate any problems, but we cannot carry insurance to cover your property.

Please fill in the following, and return it with your reservation form. Thank you for your cooperation.

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I, the undersigned, do hereby release the Marion Art in the Park and Craft Show Committee of the City of Marion Parks & Recreation Department of Marion, Kansas, and/or any part of its affiliates, from the responsibility for any damages and/or losses incurred and/or caused by whatever means, on the premises being used as the site of the Marion Art in the Park and Craft Show. I further waive any right I might have to recover said damages from the Marion Art in the Park and Craft Show Committee of the City of Marion Parks & Recreation Department of Marion, Kansas, and/or any of its affiliates.

DATED: This _____ day of _____, 20_____.

NAME: _____

ADDRESS: _____

CITY & STATE: _____

SIGNATURE: _____