



Saturday, June 10th, 2023
VFW Park
Tonganoxie, Kansas
Vendors coordinated by
Tonganoxie Arts Council, Inc. (TAC)
TonganoxieArtsCouncil@gmail.com

2023 Tonganoxie Festival of the Arts **Art in the Park** **Vendors Guide & Application**

The 2023 Tonganoxie Festival of the Arts takes place Saturday, June 10th. Vendors will be set up throughout the Tonganoxie VFW Park from 10:00 am-5:30 pm. This beautiful park was built by the local VFW post. It covers about 15 acres and is located at 900 E. First St. It is a quiet wooded area with picnic facilities, flower gardens, an exercise trail and shelters. It has access to city water and also features a stage for ceremonies and other functions.

The festival seeks to highlight quality art. We hope to have you as part of this year's festivities.

ARTS & ARTISAN VENDORS

Vendors will be chosen by the Tonganoxie Arts Council based on quality of work, and originality. Applicants should receive a response within 1 week after we receive your application. Applicants should provide 2-3 photographs of the artwork they plan to bring to the show. (Please provide a self-addressed stamped envelope if you wish to have the photographs returned.)

SET UP & TEAR DOWN

The official hours for the festival are from 10am-5:30pm. Vendors can start to check in and set up at 7:30 am. The booth spaces will be assigned on a first come-first serve basis. We ask that vendors plan to be open for the **entirety of the official hours**.

BOOTH FEES & APPLICATION

Checks should be made out to: **Tonganoxie Arts Council, Inc.** or you can register and pay online at www.tonganoxieartscouncil.org.

\$30 for each 12' x12' space requested.

No applications will be accepted after May 10th, 2023.

Booth fees must accompany the application or it will be returned. No faxed or emailed applications. Applications will be considered in the order applications are received until spaces are full. Checks are cashed upon receipt. Once a vendor is accepted, booth fees will not be refunded for any reason. The 2023 Tonganoxie Festival of the Arts will take place rain or shine. You will receive a confirmation letter/phone call once your application has been accepted. Applications not accepted will be returned with pictures, fees, and an explanation.

By signing the application you acknowledge that you have read and fully agree to be bound by the guidelines and rules of this event. Unsigned applications will not be accepted.

Tonganoxie Art Council, Inc. (T.A.C.) does not charge a percentage of your sales. Vendors are responsible for collecting and remitting the appropriate sales tax to the Kansas Dept of Revenue for all applicable sales at this event. Information: www.ksrevenue.org/specialsalesevents.html.

ELECTRICITY

No electricity will be provided.

BOOTHS

The allotted space per booth is approximately 12 feet wide and 12 feet deep. The depth may vary depending on the location of the booth. Tents should be 12' x12' or smaller, unless multiple spaces have been requested. Vendors are responsible for setting up and taking down their booths.

NOTE: Vendors assume all risk for accidents and losses to themselves and exhibits. T.A.C. is not responsible for theft and damage to merchandise or personal property.

Booth locations will be assigned by T.A.C. on the date of the event.

Booth spaces are outdoors and are on grass. We do not supply tents, tables, chairs, etc. All tents should be secured. No vendors will be allowed to stake or drill tents into any concrete or asphalt.

Arts vendors **cannot** serve food.

T.A.C. reserves the right to disallow the sale of any item(s) it deems inappropriate. If these items reappear at any time, the vendor will be asked to leave without a refund.

We want to do our best to make your experience at the 2021 Tonganoxie Festival of the Arts/Art in the Park a memorable one. Please let us know how we can make your experience great. We look forward to you visiting our historic community.

While we try to do our best to take care of you – please return the favor. We ask that you return the area in and around your booth to its previously existing condition prior to your departure.

GENERAL INFO

No parking of any support vehicles in the park. It will be open only to foot traffic. Details concerning parking for unloading and setup will be provided in advance of festival.

T.A.C. reserves the right to disallow generators based on loudness.

Admission to all events at the Tonganoxie Festival of the Arts is free.

T.A.C. does not provide property loss or damage or personal injury insurance to exhibitors. We encourage vendors to carry liability insurance.

QUESTIONS

Still have questions? You can contact T.A.C. at TonganoxieArtsCouncil@gmail.com and include 'Vendor Question' in the subject line. Please include your name, address, phone number, and your question. We will try to answer you as quickly as time allows.

APPLICATION

Vendor/Business Name: _____

Authorized Representative: _____

Street/Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Number of 12' X 12' spaces requested: _____

Briefly describe your art (ex. photography, watercolors, oil, woodworking, glass blowing, etc.)

Any comments or considerations we should know:

Release of Liability

I agree to hold harmless Tonganoxie Arts Council for accidents or for lost or stolen goods or property. I have read and agree to abide by all rules set forth on this document.

Signature of Authorized Representative

Date

Please send application, photographs, and payment to:

Tonganoxie Arts Council
512 E. 4th St.
Tonganoxie, KS 66086

or to:

tonganoxieartscouncil@gmail.com

or register and pay online at:

www.tonganoxieartscouncil.org

Please make checks payable to: Tonganoxie Arts Council, Inc.

You will receive a confirmation email / phone call once your application has been accepted.