



# MULVANE OLD SETTLERS

P.O. BOX 141 \* MULVANE, KS \* 67110

36th Annual Mulvane Old Settlers Arts & Crafts Fair

August 17 & 18, 2018

Main Street Park – 4<sup>th</sup> & Main Streets

Friday – Noon until at least 6:00pm

Saturday – 9:00am until at least 6:00pm

**(Mail app w/ payment to MOS, PO Box 141, Mulvane, KS 67110)**

Booth spaces are 10' x 10' Electricity is available to the North & South sides of the park and to some booths along the West side of 4<sup>th</sup> street. Booths 1 – 30 are on pavement (4<sup>th</sup> Street) and 31 - 115 are on the grass in the park. Please indicate below if you would prefer to be on the GRASS or PAVEMENT. **(MAP posted on MOS Website)**

**CHECK-IN/Setup – Thursday from 8:00 – 11:00 am or 3:00 – 7:00pm & Friday prior to NOON.**

Please return this registration along with your entry fee to the address listed above. You will receive a confirmation and/or receipt upon acceptance of registration. By submitting this application to the Mulvane Old Settlers Assoc. you are acknowledging that you have read and understand the rules for ALL ARTS & CRAFTS VENDORS. **Application deadline is July 31 or when all booths are sold. Make checks to MOS.**

**NO REFUNDS AFTER JUNE 30, 2018.**

First and Last Name \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Street Address or P.O.: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

E-mail (if available): \_\_\_\_\_ Website: \_\_\_\_\_

Product Description or Items Selling: \_\_\_\_\_

Sales Tax # \_\_\_\_\_

Location Preference: 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

Number of (10'x10') booths 3 – 15, 31-51, 96-115 W/O electricity \_\_\_\_\_ @ \$50.00 \$ \_\_\_\_\_

Number of (10'x10') booths 1,2, 16 – 30, 52-73, 74-95 WITH electricity \_\_\_\_\_ @ \$60.00 \$ \_\_\_\_\_

Total Submitted \$ \_\_\_\_\_

Preference (Circle one): Pavement / Grass / Other (Specify) \_\_\_\_\_

**OFFICIAL USE ONLY**

Booth Number(s) Assigned: \_\_\_\_\_

# RULES AND REGULATIONS

You will be expected to help us maintain the integrity of this event by closely reading the following Rules & Regulations as they apply both to your work and to your conduct on the fairgrounds.

## GENERAL

1. The Chairperson(s) has/have the final judgment on all issues. All exhibitors will be reviewed on quality of products sold, cooperation, and following the rules.
2. Exhibitors will receive confirmation with the booth number(s) and location(s) assigned once approved.
3. There will be NO SELLING of dangerous or implied dangerous toys, weapons or objects.
4. There will be NO SELLING of any items that are vulgar, pornographic, objectionable, or illegal.
5. If you breach any of the rules or you and/or your staffs' conduct is not professional, you will be asked to close your booth and lose the right to do business.

## CHECK IN / CHECK OUT

1. Vendors will be allowed to set up throughout the day on Thursday, August 16, 2018. All vendors must be set up by NOON on Friday, August 17, 2018. Vendors will need to check in with a Committee Chairperson and pick up their packet. A chair person will be available from 8 a.m. to 11 a.m. or 4 p.m. – 7 p.m. on Thursday, August 16, 2018 and from 8 a.m. – noon on Friday, August 17, 2018 to assist you with check-in and answer questions. Check-in will be close to the play ground equipment on the southeast side of the park. Exhibitors not meeting this requirement will forfeit their exhibit space and MONEY WILL NOT BE REFUNDED. On Friday vehicles can only be parked on Prather Street to unload. On Saturday ALL vehicles need to be moved no later than 8:00 am. Prather is part of the parade route. Police can ticket and/or have a vehicle tolled.
2. Upon checking-in you will receive your vendors' packet. The packet will include the following: vehicle permit, MOS booklet, and one MOS Button. Additional buttons can be purchased for \$2 each.
3. **THE COMMITTEE IS NOT RESPONSIBLE FOR ACCIDENTS, FIRES, OR THEFTS.** Please secure your own items and vehicles.
4. No booth is to be removed until after button drawing on Saturday. Do not move your vehicles to the loading area until after the button drawing is complete (usually around 5:30 pm)

## HOUSEKEEPING

1. Each exhibitor is responsible for the appearance of his/her booth space DAILY. All trash, boxes, packing, etc. must be properly disposed of.
2. Clear pathways will be maintained at all times for the safety of your customers. No booths will extend onto a sidewalk.

## EXHIBITS AND EXHIBITORS

1. There must be someone at your exhibit at all times. Please make arrangements for all your own coverage needs.
2. There is *limited* electricity and outlets. If extra lighting creates a problem, you may be asked to unplug some of them.
3. There will be NO CUTTING OF PRICES prior to 4pm on Saturday. Exhibitors who disregard this ruling will not be invited to participate again. Prices must be posted or marked on your items.
4. The correct sales tax rate is the exhibitor's responsibility. You will be liable for State and County, but not city taxes. Please remember to check for the current rate for Kansas and Mulvane (XXXX County) taxes on the following website prior to arriving, <http://www.ksrevenue.org/bustaxtypessales.html>

5. All exhibitors must be approved by the Arts & Crafts Committee. Only applications meeting approval by the committee are allowed. The committee will screen applications for the quality and variety of arts and/or crafts before being accepted. Limited commercial vendors will be accepted.

## **FEES / PAYMENT / CANCELLATIONS / REFUNDS / SPACE ASSIGNMENTS / IMPORTANT DATES & DEADLINES**

1. Exhibit space assignment and acceptance is for the current year only, and shall be at the discretion of the committee. Every attempt will be made to assign booth location according to preference indicated on the application.

2. Entry deadline is July 31. Booth spaces are reserved by ***pre-registration and payment only***. If the booth limit is exceeded vendors will have the option of being placed on a standby list, in the order that the applications are received by date.

3. Returning exhibitors who are approved to participate in the current years' show will have until March 1<sup>st</sup> to submit their application and payment for the following year. If payment is not received prior to the March 1<sup>st</sup> deadline, the exhibitor will forfeit all rights as a return exhibitor and will have to re-apply, and if approved, will be treated as a new exhibitor as it relates to space assignment. Spaces are reserved only on submission of the application and receipt of full payment of booth fees.

4. A refund of your booth fee will be given if you must cancel and we receive your written (not verbal) notification prior to June 30th. NO refunds will be made on cancellations received after July 1st.

5. After July 15th vendors on the standby list will be contacted and given the opportunity to reserve a booth. Vendors will be contacted until the booths are filled or the standby list is exhausted.

6. Assignment of space(s) is *at the discretion of the Arts & Crafts Committee*. Spaces will be assigned taking all crafts into consideration. We cannot honor requests for specific (or unusual) sizes, or requests for a specific place.

Booth Space Fees:	Without Electricity - \$50.00 With Electricity: - \$60.00
Booth Locations:	Grass with electricity, Grass w/o electricity, and Pavement

7. Event is held rain or shine, so be prepared for changes in weather. Please note no refunds will be given to cancellation of show due to weather conditions or other situations beyond the MOS Committee's control.

## **CONTACT INFORMATION**

1. For further information, contact Pat Wilson (316-295-7456) or Dawn Riggle (316-409-2060).