



VENDOR APPLICATION

SATURDAY - OCTOBER 5, 2024

LL BURNS PARK, 501 PARK STREET, KINGSTON SPRINGS, TN 37082

ART SHOW & FINE ART COMPETITION

Art in the Park is an annual one-day event that opens at 10:00 a.m. and closes at 3:00 p.m. There is a 5-category art competition with awards and a park full of artists and artisan tents showing and selling their arts and crafts. Admission and parking at the event are free. Art, food, music and a beautiful setting always make this day a great event for all ages.

Art in the Park - Saturday, October 5, 2024 - Rules/Regulations & Entry Information

CRAFT ARTISANS:

- There is no competition for craft artisans.
- All craft ARTISANS may set up a **free booth** to sell their handicrafts and art.
- There is no charge for a booth and no commissions.
- **Artisan selling the item(s) must produce the product they intend to sell.**
- **Resale of unaltered, pre-manufactured (mass produced), or wholesale items are not permitted.**
- **Use of any commercially produced parts must play a subordinate role in the final, handcrafted product being sold.**

BOOTH SPACE INFORMATION:

- In order to have booth space, **you must RESERVE a space via this application no later than September 20, 2024.**
- Booths are assigned in advance.
- You will be provided with a space approximately 10' x 10' at NO CHARGE. If you require more space, we can best accommodate you if you have let us know when you register. There is no charge for additional booth space.
- YOU will be responsible for providing your own tables, tent, chairs, presentation panels, signs, etc.
- You may put up a tent or canopy (and it is highly suggested), but this is not required. If you do put up a tent, it is required that you anchor the tent to the ground on all 4 corners with stakes and tie downs.
- Umbrella tables are allowed but must also be anchored.
- No unapproved demonstrations will be allowed in the booth spaces. If you are interested in demonstrating your art process, please phone 952-2110, ext. 3 for more information.
- No TVs, radios or other sound devices are allowed in your booth.
- There is limited access to electricity. The charge is \$10, paid in advance with your registration. Availability of electricity is based on a first-come, first-served basis. Extension cords up to 100 feet may be used but are not provided.
- **If this is the first year that you will have a booth,** submit one to three (3) photographs no larger than 4"x6" representative of your work to be offered in your booth, together with completed application/release form no later than 3:00 p.m. on **Friday, September 20, 2024.** You may email your photos and applications to artinpark@kingstonsprings-tn.gov or send them to Art in the Park, P.O. Box 256, Kingston Springs, TN 37082 or deliver them to City Hall at 396 Spring Street, Kingston Springs, TN.

BOOTH SET-UP:

- Starts at 6:30 a.m. and should be completed by 9:45 a.m. the morning of **Saturday, October 5th.**
- Vehicles must be removed from the show grounds by 9:30 a.m. **NO EXCEPTIONS!**
- You will be permitted to drive up to off-load your wares; however, vehicles must be removed to the parking area immediately after unloading and **BEFORE** setting up your tent.
- Vehicle parking must be in **VENDOR PARKING** only (Map to follow).
- No vehicle larger than a standard 6' pick-up truck and/or a 10 ft. trailer will be allowed on the event grounds at any time, including set up and break down hours.
- All booth spaces must remain intact until the close of the event at 3:00 p.m.
- **Do not remove tent or begin packing until 3 p.m.** Please pack up your booth before moving your vehicle in to load.
- No vehicles will be allowed on the park grounds until the close of Art in the Park at 3:00 pm.
- In the event of wet weather, other restrictions may apply to parking and unloading; you will be notified at check-in.
- All participating artists and artisans must have a completed and signed 'Art in the Park' application and release filed with the Town of Kingston Springs prior to set up.

IN THE EVENT OF BAD WEATHER - Check FACEBOOK at Town of Kingston Springs or on our webpage at www.kingstonsprings.net the morning of the event for a status on the event. A decision will be made early if conditions are unsuitable. The event will not necessarily cancel for rain, but conditions of lightning and wind storms will be the determining factors for cancellation. (Note: Art in the Park has never had to cancel.)

DEMONSTRATIONS - We are currently booking showcase artisans to demonstrate at Art in the Park. If you would be interested in demonstrating your unique art form, please phone 952-2110, ext. 3 for more information and requirements. All participants in our demonstrations must be pre-approved.

BOOTH LOCATION REQUESTS – We will try to accommodate all advance requests for booth locations next to the booth of a friend. These requests must be written on the application form. We do not take requests for specific locations on the event grounds.

CANCELLATIONS - Please: Anyone needing to cancel a booth, should call 952-2110, ext. 3 and just leave a message at least 24 hours before the event. If we know that someone cannot make it, we can make adjustments prior to the event and avoid having a “vacant” booth location in the middle of the event. Failure to call could affect your future reservations/booth location.

Art in the Park – Vendor Registration

DEADLINE FOR RECEIPT OF ENTRY FORM IS 9/20/2024

This form, fully completed, is REQUIRED to participate in the main competition or to have a free booth space.

- If you will be having a **BOOTH SPACE** for the first time at this event or you are changing what you had in the past, you must also send 3 photos of general samples of what you will be selling in your booth.
- Do not send photos larger than 4"x6".
- You may email photos and registration to artinpark@kingstonsprings-tn.gov or mail to: Art in the Park, P.O. Box 256, Kingston Springs, TN 37082.
- We reserve the right to disqualify any item(s) in a booth at any time not meeting the criteria for sales items.

Name: _____

Address: . _____

City/State/Zip: _____

Phone – home: _____ work: _____ cell: _____

e-mail: _____

NOTICE: All confirmations and notices will be by e-mail. If you do not have e-mail, it will be your responsibility to contact us for confirmation and notices. You may use the e-mail of a friend or relative.

Booth Space

Briefly describe the items and medium(s) you will be offering in your booth space?

Tent Information - Will you be erecting a canopy or pop-up tent for your booth? **YES** or **NO**
(Maximum size 10'x10')

Electricity – Will you need electricity for your booth? **YES** or **NO**

(There is limited access to electricity. The charge is \$10, paid in advance with your registration.)

Please try to place my booth near my friend: Name: _____

Release of Liability

By signing below I assume all risks associated with participation in the Kingston Springs Art in the Park event held on Saturday, October 5, 2024 and to maximum extent permitted by law, I hereby agree to defend, indemnify and hold harmless all of the following who are hereafter called "the indemnified parties" being the Town of Kingston Springs, Tennessee, and its respective officers, employees, agent, successors, assigns, sponsors, members and volunteer workers from and against all and all claims, damages, liabilities, costs and expenses, including, but not limited to, reasonable attorney fees, arising out of my participation in the event, including without limitation, any personal injuries, wrongful death, or damage to me or my personal property which I may incur as a result in participation in Art In the Park. It is further understood that we/I am to furnish my own insurance in case of injury. In consideration of the privilege of participating in the event, I grant to the Town of Kingston Springs, its successors and assigns the right to record, broadcast, and otherwise use on any and all media throughout the world, my performance in the event and to use my name, likeness, voice and biographical information concerning me in the connection with promotion of Art in the Park and affiliated events. I further grant the use of the above for video and photo documentation and media purposes. I /we relinquish all further television, video, and photographic rights by virtue of our appearance.

Date: _____ Signature: _____

Form MUST be signed. Please create and sent a PDF if you are emailing your application form. Unsigned applications will be rejected.

Please make/keep a copy of this application for your files.