



RENDEZVOUS IN THE PARK 2019

Greetings Artists and Craftspeople

Arts in Action is a Fremont County Non-Profit Arts Council based in Riverton made up of art enthusiasts as well as artists and professionals, all of whom volunteer their time and who wish to develop and promote the arts in the community and create a strong culture in the county. *Arts in Action* sponsors workshops, presentations, concerts, and more to help provide education as well as cultivate an appreciation for the arts. We invite you to participate in **Rendezvous in the Park**, a beloved community tradition and one of our main fundraisers.

Saturday, July 13th is the 2019 date for Riverton's *Rendezvous in the Park*. The event features arts and crafts booths, demonstrations, and food booths. All arts and crafts must be of original design and handcrafted. No commercial exhibits, kits, imports, or distributors, please! The *Arts in Action* committee reserves the right to ask a vendor to remove such items, or leave the show if such items are found in their display. Attractiveness, creativity, and originality are the key to your successful day.

Booth space on the Riverton City Park lawn is outdoors, a maximum of 15' wide X 12' deep. Approximate booth locations are illustrated on the included map but are not completely accurate or to scale. All booth space fees are \$65.00. Every penny of the proceeds are used to benefit *Arts in Action* programs for the community.

To reserve a booth space, complete and mail the enclosed registration form with your check or money order to: **Arts in Action** at the address listed below and on the form. Your name on the registration verifies that you have read and understood this letter of application and accompanying rules and guidelines. Commitments for booth space are needed by **July 1** in order to coordinate the details of the event. Late booth reservations will be accepted on an availability basis after **July 1st** and an additional \$10.00 fee will be assessed. In addition, **no personal checks are accepted after June 30, 2019**, in order for checks to clear. After that date, only certified checks or money orders are accepted for registration. Refunds for cancellations will not be given after July 1, 2019.

Booth assignments are made based on the postmark date. Arts in Action reserves the right to adjust booth spaces, if needed, without prior notification. You should assume that you are guaranteed a booth space once you have mailed your registration and payment. All necessary information for the day is included in this mailing and any additional information will only be provided upon request and only if you enclose a self-addressed stamped envelope.

Rules and guidelines pertaining to this event will be sent with this letter. Please take the time to read this information carefully. Join us in making the Riverton Rendezvous a very special occasion.

Rendezvous in the Park is a wonderful opportunity to participate in a fun-filled community celebration that supports the arts in Fremont County and Wyoming!

Sincerely,

Cameron Fehring, Coordinator
Rendezvous in the Park
Arts in Action
rivertodayinthepark@gmail.com
(307) 463-1846

Sharon Dalton, Treasurer
Arts in Action
P.O. Box 965
Riverton, WY 82501

RENDEZVOUS IN THE PARK 2019

2019 RULES AND GUIDLINES

1. Enclosed you will find a map of Riverton City Park showing the approximate booth locations. Each booth space is about 15 feet wide and 12 feet deep.
2. You must set up your own display and furnish your own tables, chairs, extension cords, etc. Access to electricity is limited. We recommend you bring a shade source as there is limited shade on the lawn.
3. We ask that you refrain from setting up before 6:00 a.m. Arts in Action members will be happy to help you locate booth spaces between 6:00 - 9:00 a.m.
4. Hours for Rendezvous in the Park are **8:00 a.m. to 3:00 p.m.** We ask that there be **NO SALES BEFORE 8:00 a.m.**, as this would interfere with booth set-up. Please plan to keep your booth open until the 3:00 p.m. closing time. Please use available trash containers provided by the City of Riverton.
Please leave the lawn as clean as you found it.
5. Please be aware of the following **Regulations** when designing or setting up your booth:
 - a. **No Driving is allowed on the lawn;** nor are any wheeled vehicles, such as trailers or campers, permitted on the grass. You **must carry**, rather than drive, your display to your booth.
 - b. Please be considerate of the grass: do not cover the grass with tarps, floors, carpets, etc. which will prevent airflow. Do not pour fuel or toxic chemicals on the grass. Do not fill portable generators on the grass. Please do not dump grease on the grass.
 - c. If your booth requires driving tent stakes, please be careful where you put them as there are sprinklers underground. Tent or guide wire stakes should be no longer than 6-8 inches. Flags on any guide ropes/wires is a good safety precaution.
 - d. Do not tie ropes or drive nails in to any of the trees or power poles on the lawn. No political signs or banners on poles, fences or benches.
 - e. Please keep your booth within the 15' X 12' booth space designation. Additional space must be paid for in advance at the time of registration.
 - f. Electrical plug-in booth spaces are **extremely limited**. Those are the spaces saved primarily for food vendors. You must furnish your own heavy-duty, GROUNDED outdoor extension cord.
Remember, only one electrical appliance per power outlet due to electrical restrictions (20 amps).
 - g. No alcoholic beverages are allowed in the Park without proper authorization and permitting and are illegal without.
6. If your booth is a food booth, you are responsible for obtaining any permits which may be required by law. **You must contact the Wyoming Department of Agriculture - Consumer Health Services Department Coordinator at 307-856-1312.**
7. Arts in Action, Riverton City Park, and/or the Riverton Rendezvous Committee are not liable for any damage, accidents, or loss of goods.

Thank you for your participation and cooperation!



RENDEZVOUS IN THE PARK 2019

REGISTRATION FORM

I would like to participate in the "Rendezvous in the Park." I have read, understand, and will comply with the rules and guidelines set forth by Arts in Action and the Riverton City Park.

PLEASE PRINT CAREFULLY!

Name: _____

Organization: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

E-Mail Address _____

Number of booth spaces requested: _____ Fee enclosed: \$ _____

I do not require written confirmation I would like confirmation by e-mail

I have enclosed a self-addressed, stamped envelope for a written confirmation

I would like to sell, demonstrate, or raffle: (must describe in space provided)

Arts & Crafts _____

Food & Drinks: _____

Non-Profit Activity: _____

It is essential that my booth space have:

_____ Electricity (A limited number of hook-ups are available for food booths. Each booth is limited to one plug-in.) 20 Amps per booth maximum.

_____ Water A limited amount of water is available. Bring your own bucket to carry water.

_____ Special Requests _____

A \$65.00 check or money order, payable to Arts in Action, must accompany your registration. Please mail registration and payment to: Arts in Action, P.O. Box 965, Riverton, WY 82501. The registration deadline is July 1, 2019. Registrations postmarked after that date will be assessed a \$10.00 late fee. No personal checks will be accepted after June 30. No refunds will be issued after July 1.

By signing below, you agree that your items are HAND MADE (no reselling). You also agree that if you do not comply, you will be asked to leave, and booth space fees are forfeited by you:

MUST SIGN TO COMPLETE REGISTRATION

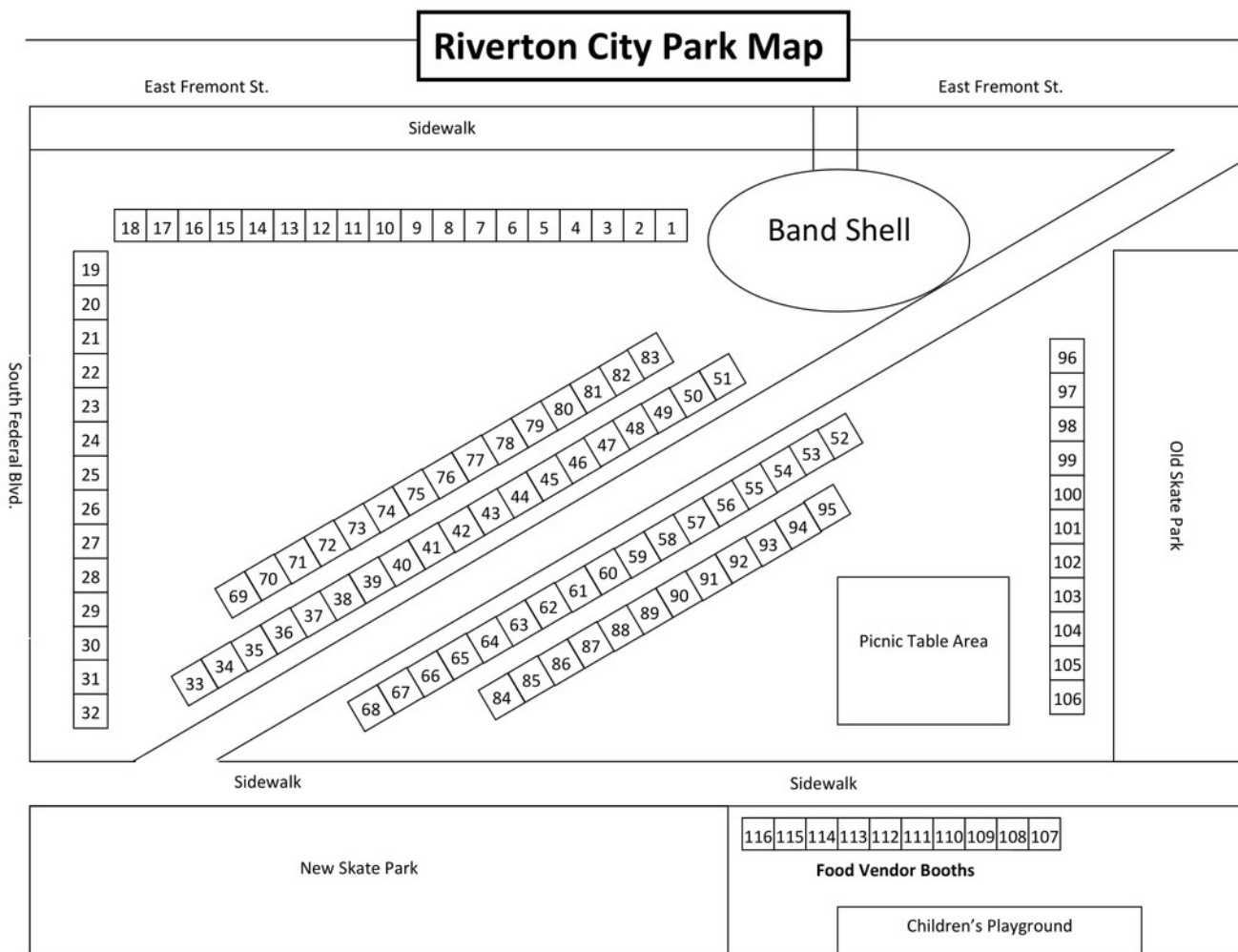
(Leave blank - this is for Arts in Action use only)

Postmark return date _____ Space # _____

Special Need _____

Pd \$ _____ Check no. _____

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NOTE: This map is not to scale. Each Booth Space represents 12'x15'

- Booth assignments are made based on the postmark date on a first come, first serve basis.
- Arts in Action reserves the right to adjust booth spaces, if needed, without prior notification.
- You are guaranteed a booth space once you have mailed your registration and payment.