



# Arts in Action DAY IN THE PARK 2024

Greetings Artists and Makers!

We invite you to participate in Arts in Action's 42nd Annual Day in the Park, a beloved community tradition for Riverton and Fremont County!

Saturday, July 13th is the 2024 date for Day in the Park. The event features arts and crafts booths, demonstrations, community organizations, and food vendors. **All arts and crafts for sale 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 a vendor display.

Booth spaces on the Riverton City Park lawn are outdoors, and measure 15' wide X 12' deep. You must provide your own shade, chairs, tables, etc. Motor vehicles are not allowed in the park, so plan your load-in accordingly. Approximate booth locations are illustrated on the included map but are not completely accurate or to scale. **All booth space fees are \$65.00.** All 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 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 June 30th in order to finalize details for the event. Late booth reservations will be accepted on an availability basis after June 30th and an additional \$10.00 fee will be assessed. In addition, no personal checks are accepted after July 6th, 2024, in order for checks to clear. After that date, only certified checks or money orders are accepted for registration. Refunds for cancellations may not be given after July 6th, 2024.

Booth assignments are made based on the postmark date. A registration form that doesn't include payment will not reserve you a space until payment is received. 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, but you may request email confirmation by checking the appropriate box in the form. An email with the final booth assignment list will be sent one week prior to the event. Booth assignments will also be posted in the bandshell on the event date.

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 this part of the Riverton Rendezvous a very special occasion. Day in the Park is a wonderful opportunity to participate in a fun-filled community celebration that supports the arts in Fremont County and Wyoming!

Arts in Action is a Fremont County non-profit arts organization. We volunteer to develop and promote the arts in the community and create a strong culture in the county. Arts in Action sponsors workshops, art fairs, presentations, concerts, and more to educate and cultivate an appreciation for the arts. Please consider membership in this worthwhile endeavor.



# Arts in Action DAY IN THE PARK 2024

Sincerely,

Jeremy Cochran, President

Arts in Action

P.O. Box 965  
Riverton, WY 82501

[artsinactionwy@gmail.com](mailto:artsinactionwy@gmail.com)



# Arts in Action DAY IN THE PARK 2024

## 2024 RULES AND GUIDELINES

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 and chairs. 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 am the day of the show. Arts in Action members will be happy to help you locate booth spaces between 6:00 – 8:00 am.
4. Hours for Day in the Park are 8:00 a.m. to 3:00 p.m. We ask that there be NO SALES BEFORE 8:00 am, as this would interfere with booth set-up. Please plan to keep your booth open until the 3:00 pm closing time. Please use available trash containers provided by the City of Riverton and 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 motorized vehicles are allowed on the lawn; nor are any wheeled vehicles, such as trailers or campers. Carry, rather than drive, your display to your booth. Wagons are OK.
  - 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, grease, or toxic chemicals on the grass or fill portable generators 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 are a good safety precaution.
  - d. Do not tie ropes or drive nails into 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 spaces are 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 by the City of Riverton.
6. If your booth is a food booth, you are responsible for obtaining any permits that may be required. The Wyoming Department of Agriculture – Consumer Health Services Food Safety information can be found at <https://agriculture.wy.gov/food-safety>.
7. Food truck spaces may be available on Fremont Street. All vendors of hot and/or unpackaged food must use spaces 107-116. All load-ins must be from the street.
8. Arts in Action, the City of Riverton, and/or the Riverton Rendezvous Committee are not liable for any damage, accidents, or loss of goods.

Thank you for your participation and cooperation!



# Arts in Action DAY IN THE PARK 2024

## REGISTRATION FORM

I would like to participate in the "Day 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 confirmation [  ] I would like confirmation by email [  ]

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

Arts & Crafts \_\_\_\_\_

Food & Drinks \_\_\_\_\_

Non-Profit Organization \_\_\_\_\_

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. You must have your own extension cord.

\_\_\_\_\_ 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 June 30th, 2024. Registrations postmarked after that date will be assessed a \$10.00 late fee. No personal checks will be accepted after July 6th, 2024. Refunds may not be issued after July 6th, 2024.

**By signing below, you agree that your items are HANDMADE (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:

(Signed) \_\_\_\_\_

MUST SIGN TO COMPLETE REGISTRATION

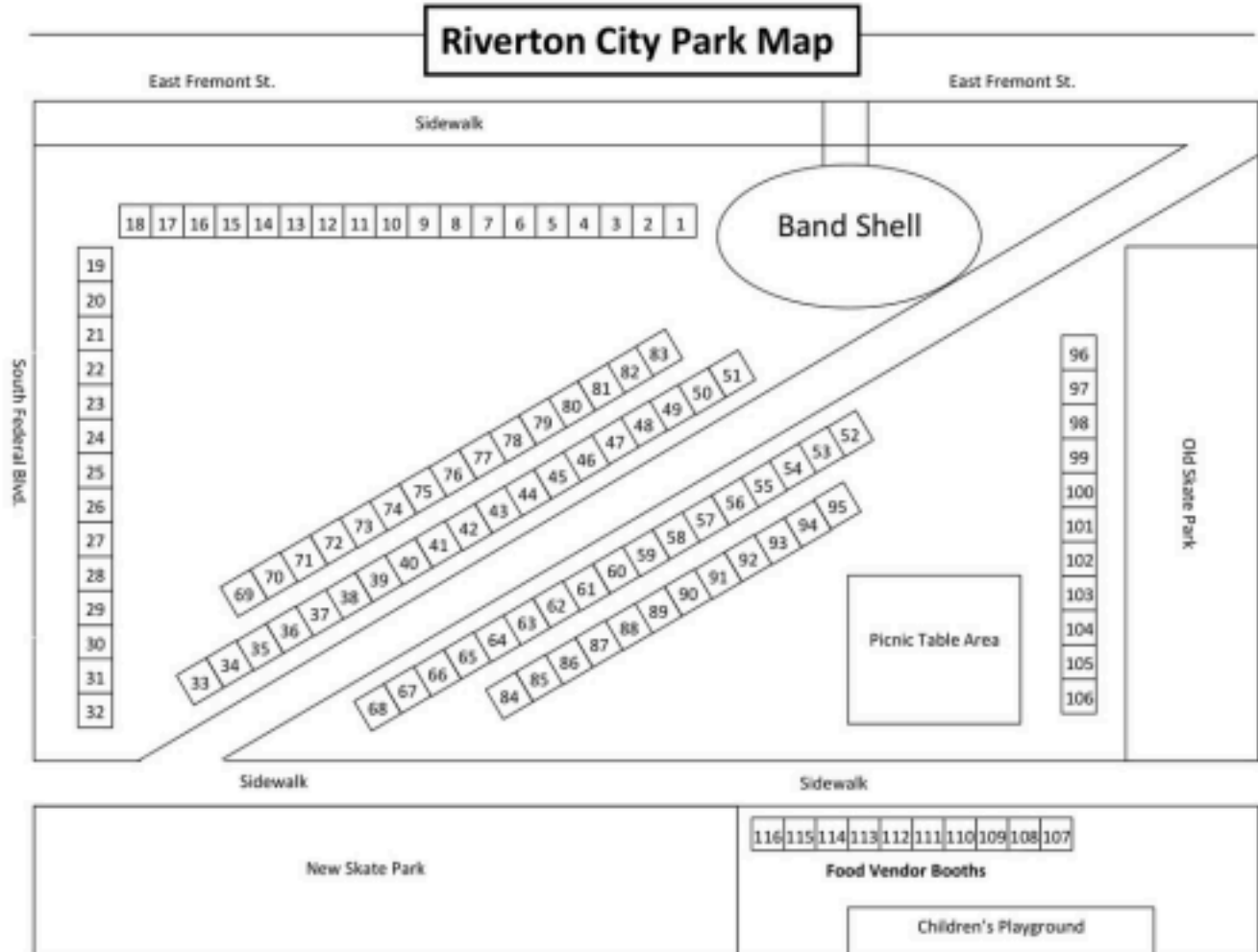
\*\*\*\*\* (Leave blank – Arts in Action use only) \*\*\*\*\*

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.