

Arts in Action's Rendezvous in the Park 2017

Dear
friends,

Saturday, July 8th is the 2017 date for Riverton's Rendezvous in the Park, sponsored by *Arts in Action*. The Rendezvous is held in City Park and features arts and crafts booths, demonstrations, and food booths. We invite you to help make the 2017 Rendezvous in the Park as successful as it has been in years past by hosting a booth.

This year, just like last year, there will be a skateboarding competition at the newly built skate park on the same day as this event, so be prepared for more customers!

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 in City Park is outdoors, a maximum of 15' X 12', starting 5' back from any sidewalk. Approximate booth locations are illustrated on the included map, but are not completely accurate or to scale. **All booth space fees are \$65.00.** 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 understand 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 a space available basis only after July 1st and an additional \$10.00 fee will be assessed. In addition, no personal checks are accepted after June 26, 2017, in order for checks to clear. After that date, only certified checks or money orders are accepted for registration. Refunds for last-minute cancellations will not be given after July 1, 2017.**

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 gain exposure, supplement your bank account, and participate in a fun-filled community celebration!

Sincerely,

Elizabeth Connally, Coordinator
Rendezvous in the Park
Arts in Action
rivertondayinthepark@gmail.com
307-851-2844

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

2017 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, and about 5 feet from the sidewalks.
2. You must set up your own display and furnish your own tables, chairs, extension cords, etc. We recommend you bring a shade source as we cannot guarantee shaded spaces.
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. Check the band shell if you cannot find someone.
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 Parks Department. **Please leave the park as clean as you found it.**
5. Please be aware of the following Park Regulations when designing or setting up your booth:
 - a. **Parking is very limited for this event!** There will be food vendors that will need to park their food trailers on E. Fremont Street, so you need to park further away from the park after unloading your goods.
 - b. **No Driving is allowed on any area of the Park;** 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.
 - c. 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.
 - d. If your booth requires driving tent stakes, please ask for assistance from a Park employee so that you do not damage the sprinkler system. Tent or guide wire stakes should be no longer than 6-8 inches. Flags on any guide ropes/wires would be a good safety precaution.
 - e. Do not tie ropes or drive nails in to any of the trees or power poles in the park. No political signs or banners on poles, fences or benches.
 - f. The picnic tables in the Park are not to be used by booth exhibitors for their display.
 - g. Please keep your booth off the sidewalks, (they are laid out 5 ft. back from the sidewalk) and within the 15' X 12' booth space designation. Additional space must be paid for in advance at the time of registration.
 - h. 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).**
 - i. No alcoholic beverages are allowed in the Park.
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*, the City of Riverton, or the Riverton Rendezvous Committee is not liable for any damage, accidents, or loss of goods.

Thank you for your participation and cooperation!

ARTS IN ACTION RENDEZVOUS IN THE PARK

Saturday, July 8, 2017

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 City of Riverton. **PLEASE PRINT CAREFULLY!**

Name: _____ Organization: _____

Address: _____ E-Mail Address _____

City: _____ State: _____ Zip: _____ Phone: _____

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.

____ **Water** A limited amount of water is available near the old skate park. 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, 2017. Registrations postmarked after that date will be assessed a \$10.00 late fee. No personal checks will be accepted after June 26. 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. _____

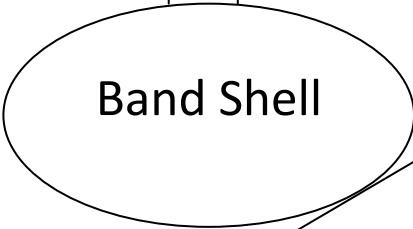
Riverton City Park Map

East Fremont St.

East Fremont St.

Sidewalk

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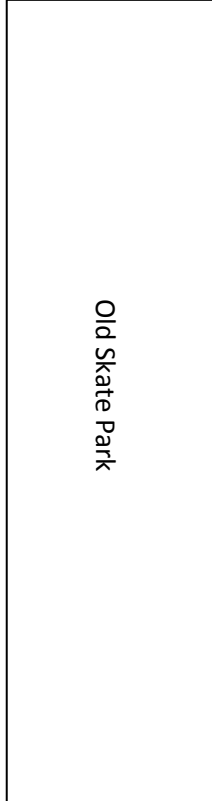


South Federal Blvd.

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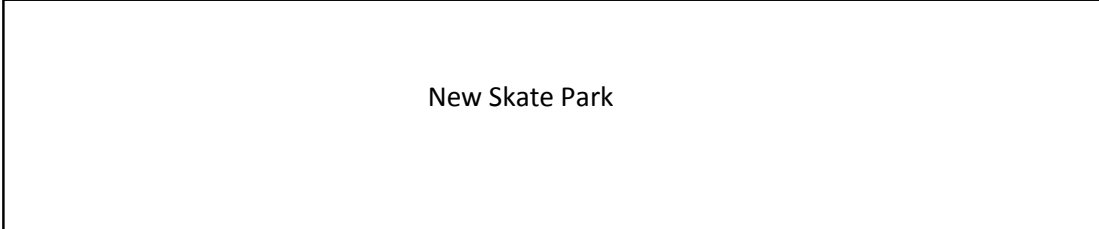
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| 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 |
| 68 | 67 | 66 | 65 | 64 | 63 | 62 | 61 | 60 | 59 | 58 | 57 | 56 | 55 | 54 | 53 | 52 | | |
| 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | | | | | | | |

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Sidewalk

Sidewalk



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| 116 | 115 | 114 | 113 | 112 | 111 | 110 | 109 | 108 | 107 |
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Food Vendor Booths

