

2018 artist/exhibitor registration form

Completed reservation forms/fees should be returned to: Communications Specialist Melissa McGhee 100 Municipal Circle, Raymore, Mo 64083 MMcGhee@raymore.com

Booth Fee: \$35

816-892-3002

Name	Phone		
Address	City		
State/Zip Email			
Brief description of your exhibit/booth			
Every exhibitor is required to submit a photo sample o Communications Specialist Melissa McGhee at the the		approval. Send samples to	
Booth sizes are 10'x10'. Exhibitors are required to have banners, signs, etc. The City of Raymore will not be proartists offering demonstrations or hands-on experience	oviding any of these items.		
Will you be offering demonstrations at your booth?	Yes	No	
Will you be offering a child activity at your booth?	Yes	No	
By completing the form and signing below vendors agrany loss, injury, or damages incurred through participather risk associated with participation. Vendors agree to video or still images to be used by the City of Raymore also agree to the attached, Terms & Conditions.	ation in the "Summer Scene o give permission to use th	" event. Vendors agree to assum eir name, image descriptions, via	
Signature	Date		
Printed Name		_	



Terms & Conditions

- 1. The 2018 Summer Scene festival will be held Saturday, June 9, at 214 S Washington St, Raymore, MO 64083.
- 2. Summer Scene hours of operation will be 4 10 p.m.
- 3. Reservation forms should be turned in by May 18. We will not promote specific vendors for the event until forms are received.
- 4. All products must be approved by the Summer Scene committee. City Staff reserve the right to deny entry to any exhibitor/artist. City Staff reserve the right to ask any exhibitor to leave the event or remove any work that is in violation of regulations set in these Terms & Conditions. No dealers are allowed.
- 5. All products must be handmade originals and completely finished, unless part of a demonstration. Products cannot be purchased and resold at this event.
- 6. Exhibitors are required to display their products within the 10x10 booth parameters. Vendors can rent more than one booth. Each booth area should be cleaned completely of any debris before leaving for the day.
- 7. Each exhibitor will be responsible for sales at their booth. Exhibitors are responsible for reporting/recording state sales taxes.
- 8. Exhibitors should have staff present in their booth at all times.
- 9. Restrooms facilities will be provided in the form of ADA accessible, portable restrooms on site.
- 10. Smoking is not permitted on the site of the Original Town Farmers Market during a City of Raymore event.
- 11. Vehicles will be allowed within the park to unload but will be required to exit the area by 3:30 p.m. Exhibitors may re-enter the area after 10 p.m. to load up, at the end of the event.
- 12. Exhibitor parking will be provided in the West parking lot of the First Baptist Church.
- 13. No open flames are permitted in the park unless required by your demonstration, permit required.
- 14. Reservation refunds will only be processed with a written request with seven or more days to the event. Cancellations occurring with less than seven days of the event will not be refunded at all.
- 15. In the event of severe weather, the City of Raymore reserves the right to cancel the event. In this case, all exhibitors will receive a refund for the booth reservation fee.

Signature	 Date	
Printed Name	 	