



2018 artist/exhibitor registration form

Completed reservation forms/fees should be returned to: City of Raymore, 100 Municipal Circle, Raymore, MO 64083

Communications Specialist Melissa McGhee
MMcGhee@Raymore.com
 816-892-3002

Booth Fee: \$35

Name _____ Phone _____

Address _____ City _____

State/Zip _____ Email _____

Brief description of your exhibit/booth _____

Every exhibitor is required to submit a photo sample of product and artwork for approval. Send samples to Communications Specialist Melissa McGhee at the the contact above.

Booth sizes are 10'x10'. Exhibitors are required to have their own tent. They may bring tables, easels, shelving, banners, signs, etc. The City of Raymore will not be providing any of these items. Priority will be given to those artists offering demonstrations or hands-on experiences for visitors.

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 agree not to hold the City of Raymore responsible in any way for any loss, injury, or damages incurred through participation in the "Summer Scene" event. Vendors agree to assume the risk associated with participation. Vendors agree to give permission to use their name, image descriptions, via video or still images to be used by the City of Raymore for public relations purposes. By signing below, exhibitors also agree to the attached, Terms & Conditions.

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 Friday, April 20. 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 _____