

**2017 ARTIST ALLEY FESTIVAL
RULES OF OPERATION**

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Kansas, County of Neosho and City of Chanute pertinent to the Vendor's participation in the Festival, including but not limited to, statues and ordinances affecting gambling, health and sanitation, building and electrical construction and maintenances, and safety.

Main Street Chanute, Inc. and the Artist Alley Committee shall have the right to interpret the following Rules and Regulations at its discretion as it deems appropriate and to enforce compliance with such Rules and Regulations.

Any violation of these rules and regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the Festival and any monies deposited to secure participation in the Festival.

The Artist Alley committee will attempt not to place similar booths in close proximity. The committee reserves the right to limit the number of games or products to create a good balance for the festival.

1. **CANCELLATION AND REFUNDS:** In order to claim a refund, cancellation must be made in writing at least thirty days prior to the date of the Festival. No refunds will be given after this time.
2. **DEFINITION OF BOOTH SPACE:** The booth spaces are marked off and numbered in the downtown Chanute area. You must keep your booth within the confines of the space purchased: this includes tie-downs. (No exceptions). Booth spaces measure 10' x 10', except for food trailers. Do not let your booth extend any further than 10' from the curb of the street---this allows a fire lane in case of emergencies and room for the Parade. Your booth will be removed if it extends further. Under no circumstances can you sell your booth space to another exhibitor or permit other parties to exhibit other merchandise other than what is stated on your application. Any sales and/or solicitations must be kept within the confines of your booth space. All booths must be staffed and in operation for scheduled hours. The Artist Alley committee reserves the right to remove a booth from the festival area should the booth be constructed in an unsafe manner.
3. **HOURS OF DAILY OPERATION:** Saturday, September 30, 2017, 9:00AM to 5:00PM.
4. **SET-UP AND TAKE-DOWN:**
 - a. **Upon arrival go directly to your booth as stated on the vendor map that was sent to you.** ALL REGISTRATION FEES MUST BE PAID PRIOR TO SET-UP OCCURRING. Check-in with the volunteer on duty for your block to receive your packet. Please check in between 6:00AM and 8:30AM. Included with your information packet will be a Certificate of Participation, which shall include your booth number. These certificates must be prominently displayed in your booth during the entire festival. There will be no parking or blocking the alleyways between the streets.
 - b. If you have not checked in by 8:30AM we will assume you are not coming and your booth space will automatically be forfeited. No refunds will be given.
 - c. No vehicles will be allowed inside the barricades during festival hours. All cars, trucks, etc. must be removed by **8:30AM**. You will be allowed to tear down at **5:00PM** and not before. If crafts are subject to weather, crafters must provide adequate protection. You must hand-carry merchandise in or out during the festival hours. Failure to comply with this rule will result in your booth removal, your vehicle will be towed and you will not be allowed to participate in any future Artist Alley Festivals. **You may enter from the East on Evergreen Street and Main Street and exit to the south on Short Santa Fe Street just west of Main and Lincoln intersection.** Please unload your truck, trailer or car at your booth space. When unloading pull to the side of the street to let other traffic in to unload. After unloading, park your vehicle in the parking lot and return to set up your booth space.
 - d. **RAIN-OUT CLAUSE** - In the event of rain for more than two (2) hours, the Artist Alley committee will make a decision on whether or not a "Rain Out" will be called. Registration fees are not refunded if a "rain-out" is called. Participants will be notified

when vehicles may be allowed into the festival area. If you do tear down because of rain and a "Rain Out" has not been called, you must carry products out by hand. **NO VEHICLES WILL BE ALLOWED INTO THE FESTIVAL AREA WITHOUT THE PERMISSION OF THE COMMITTEE.** Failure to comply with this rule may exclude you from participating in future festivals.

- e. **TAKE DOWN** – No exhibit or part thereof is to be dismantled or removed before **5:00PM**. No vehicles will be permitted into the exhibit areas until after that time.
 - f. **VEHICLE PARKING** - Vehicles must not be parked in front of barricades. In case of an emergency the Fire Department must move the barricades to get inside the festival area. Vendors will need to park in the parking places designated on the map provided.
5. **ELECTRICITY** – You must have at least one (1) UL approved heavy gauge extension cord, rated for outside use, to plug into an outlet. CONNECTION AND UNCONNECTION OF ELECTRICITY TO LIGHT POLES ON MAIN STREET MUST BE DONE BY CITY OF CHANUTE PERSONNEL. For food booths please fill out the electricity needs completely and we will try to accommodate you if possible. **You must be specific on reservation request about what kind of electrical equipment you will be connecting to your outlet.** Main Street Chanute and the City of Chanute are not responsible for damage caused by a power surge to any equipment. An employee from the City of Chanute will plug in all electricity.
 6. **ARTS & CRAFTS VENDORS** - In an effort to continue our festival with the highest quality of vendors, we are asking that all items must be of first rate quality. No resale or flea market items will be allowed. The vendor may designate another individual to work the booth for him/her. The Artist Alley committee has the right to remove any and all items from booths that do not comply with this contract
 7. **FOOD VENDORS** – Any open fires must be contained and approved prior to the event. No exceptions. It is the responsibility of each food vendor to remove all used cooking oil and/or grease from the show premises. All food vendors must have at least one (1) dry chemical fire extinguisher at their booth area. Any food vendor using smoke producing cookers must call the Main Street office for the availability of special designated areas. Any vendor selling food product(s) made the day of the festival (nuts, snow cones, cotton candy, funnel cakes, etc. contact Main Street office for complete listing) shall register using the food vendor application.
 8. **CLEAN UP** – Vendor's booths must be kept clean and all refuse, rubbish and garbage deposited in containers provided. These containers will be emptied and contents disposed of at regular intervals.
 9. **SALES TAX** – It is the responsibility of all vendors to pay their own sales tax to the State of Kansas. Your packet will include information from the State of Kansas to help you pay your sales tax. At the time this document was created (9/1/2016), the current sales tax for Chanute, Kansas is 8.75%. Check our website for a link for more info.
 10. **PROHIBITED ITEMS** – No merchandise shall be sold, used, or given away that are obscene, dangerous, or unlawful. Expressly prohibited are items including, but not limited to the following: ***Alcoholic beverages, drug paraphernalia, butterfly knives, switch blades, brass knuckles, any water toy, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs, etc.*** The Artist Alley committee will notify vendor of his violation of this provision and permit removal of the items from the festival grounds. Failure of vendor to do so will create forfeiture of his rights and privileges pursuant to this contract.
 11. **SOUND RESTRICTIONS** – The Artist Alley committee reserved the right to monitor and regulate the level of sound from all booths. After two (2) warnings about offensive sound, the Committee shall have the right to disconnect power from the booth or request that the offending vendor vacate the booth. Please be considerate of your fellow exhibitors. Loud speakers and noisy instruments are not permitted.
 12. The Artist Alley Festival committee reserves the right to accept or reject any application.

VIOLATION OF ANY OF THE ABOVE RULES COULD RESULT IN IMMEDIATE EVICTION FROM YOUR OCCUPIED BOOTH SPACE AT THE FESTIVAL BY THE ARTIST ALLEY COMMITTEE WITHOUT FURTHER NOTICE AND YOU WILL NOT BE ALLOWED TO PARTICIPATE AGAIN.