

Elko County Art in the Park: July 9th and 10th 2016

Rules and Regulations

Pre-Show

1. You can sign up in three different ways:
 - a. Registration forms and payments may be mailed to:
Attn: Elko Art in the Park
c/o Elko County Art Club
P.O. Box 1381
Elko, NV 89802
 - b. They may also be dropped off in person at the Elko County Art Club Gallery, located at 407 Railroad Street in Elko, NV. 89801
 - c. Submitted online at elkocountyartclub.org.
2. Payment must be received with your registration form or it will not count. Mailed in forms and money orders must be sent to Elko County Art Club, P.O. Box 1381, Elko, NV 89803.
3. Spaces are 10'x10', 10'x20', and 10'x40'. The 10'x10' is \$175, the 10'x20' is \$225, and the 10'x40' is \$300. You are allowed to share a booth space with another vendor HOWEVER only ONE of you may register and that person will be responsible for collecting and paying all sales taxes due at the end of the show.
4. The show runs two days for the public, July 9th and July 10th, at Elko City Park rain or shine. Set-up will be Friday the 8th from noon until 6:30pm or Saturday from 7 am -9 am.
5. If you are mailing in your registration, please include a self-addressed, stamped envelope for your acceptance reply unless you want us to email the reply to you.
6. Booth spaces are assigned as the registrations are received. You may request a booth space, but there are no guarantees.
7. Registrations are accepted through June 1st. There will be a \$50 late fee for registrations after June 15th.
8. Refunds are not available after June 15th. If a situation arises where you are seriously ill or cannot make the show, please let us know and we will apply your reservation to the next year's show.
9. Do not bring pets or animals of any kind to the park unless you have notified us that you will be bringing a certified service animal. Please bring proof of paperwork for your service animal.
10. The Raffle will be held again this year. If you wish to participate for a chance at a free 10' x 10' booth for next year's Art in the Park, bring your donated item to the Welcome Booth by Saturday at noon.
11. Art in the Park is Free to the public. The hours are Saturday from 9 am – 5 pm, Sunday from 9 am – 4 pm.
12. If you have questions, comments, or concerns please email the Elko County Art Club, ecacelko@gmail.com or call (775) 753-8170
13. NEW VENDORS ONLY: Please submit three photographs of your items being created at the beginning of the project, in the middle of it, and at the completion stage if you are an artist. If you are not an artist, please submit photos of what you plan to bring.

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Set up Rules and Regulations

1. Reserved parking is not available. Since parking is limited and to encourage more customers to visit the show, loading and unloading will only be available on Friday afternoon and Saturday morning before the start of the show. Any vendor's vehicle will not be allowed to park during show hours.
2. We are offering booth spaces for 5 primary categories of vendors:
 - a. Artists,
 - b. Crafters,
 - c. Suppliers,
 - d. Food vendors, and
 - e. Entertainers.

If you are identifying yourself as a supplier, the goods you provide are not required to be handcrafted but you must be able to show that they are supplies for artists or crafters.

If you are identifying yourself as an artist or a crafter, your goods must be your own work. You will be given signs to hang on your booth space that clearly identify your business.

3. If you are handling food – including offering samples of food items – and you do not have a health permit, please be sure to let us know. Your booth will need to be inspected and approved prior to the event by the health inspector, and you will need to obtain a Nevada state temporary food establishment permit.
4. Food vendors are to park on the circle drive inside the park. Due to power shortages last year, we will be limiting the number of food trucks to just 6.
5. All food vendors will be required to pay 15% of their gross proceeds to Elko County Art Club at the end of the show in addition to the booth space fee. This allows us to cover your electricity and ensure that your needs are adequately met.
6. Only one vehicle per food vendor is allowed.
7. Anyone who is cooking in their food truck must have a fire extinguisher on hand.
8. Generators must be fully shielded from the public and power cords placed under a rug or taped down in order to prevent tripping or injuries.
9. Power is available in limited locations. Please let us know if you need power for your booth.
10. Do not bring pets or animals of any kind to the park unless you have notified us that you will be bringing a certified service animal. Please bring proof of paperwork for your service animal.
11. Security will be provided Friday and Saturday night.
12. Nevada State Sales Tax documents will be given with your welcome packets and documents will need to be filled out and turned in during the checkout process Sunday around 4 pm.

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13. All VENDORS are required to sign out.
14. If you have questions, comments, or concerns please contact the Elko County Art Club, ecacelko@gmail.com

Clean-up Rules and Regulations

1. All VENDORS are required to sign out at the Exit Booth
2. During the check-out process you will return your taxes and documents required by the state of Nevada.
3. One of our volunteers will walk with you to your space and do a final check. Your area will need to be clean of all trash, boxes or debris before checking out. You will receive a sign off check list, included in your welcome packet. You can sign up for Pre-registration for 2017 Art in the Park.
4. You will have an opportunity to pre-register for next year at the Exit Booth.