



Kingman Festival of the Arts

May 8-9, 2021 Metcalfe Park and Locomotive Park, Kingman, Arizona

Dear Artists, Crafts persons, Merchandise Vendors, and Food Vendors,

Congratulations! You are invited to participate in the 2021

Kingman Festival of the Arts (Annual Mother's Day Festival)

This will be the **43rd** Annual *Kingman Festival of the Arts*; also known as the Mother's Day Festival, and eagerly anticipated each year by the residents of Kingman and Mohave County.

Regrettably, the 2020 *Kingman Festival of the Arts* was cancelled due to Covid-19. We are tentatively moving forward for 2021 in anticipation that Covid-19 will be resolved, or at least under control with vaccines, social distancing and universal precautions. We are accepting applications now and you may pay early or you may wait until April 2021. All payments will be due by April 5, 2021.

The *Kingman Festival of the Arts* will again be held in beautiful Metcalfe Park for our Artists and Crafts persons, and now also extended to Locomotive Park and Beale Street: all in historic downtown Kingman, Arizona. With the addition of Locomotive Park, we will be able to safely space our exhibitors and vendors to eliminate crowding, and enhance the experience of the festival for all.

We, the volunteer Rotarians and helpers, worked hard to make the 2019 *Kingman Festival of the Arts* an enjoyable event for everyone. As with any endeavor, there are always things we can do better and we are committed to improving the Festival each year.

If you participated in the Festival in 2019, we hope you will return for 2021. If you did not participate in recent years, we hope that you will consider joining or rejoining us.

The proceeds from the Festival, after expenses, go to the **Kingman Route 66 Rotary Club Foundation** to fund our many local and international service projects. You, the artists, craft-persons, and vendors, are our valued contributors. There would be no *Kingman Festival of the Arts* without YOU! We will advertise to bring in your buyers, and we will have entertainment, a large variety of artists and crafts persons, food and beer/wine (if permits are obtainable by the State Board of Liquor by that time), and a few new surprises to keep your buyers happy.

Please join us!

Kingman Route 66 Rotary Club, *Kingman Festival of the Arts* Committee.

Kingman Festival of the Arts

May 8th & 9th, 2021

Metcalfe Park and Locomotive Park

Located in Historic Downtown Kingman, and beautiful park settings

Exhibitor Information, Terms and Conditions

FESTIVAL DATES: Saturday, May 8 through Sunday, May 9, 2021

FESTIVAL HOURS: Saturday, 10:00 a.m. to 5:00 p.m. - and - Sunday, 10:00 a.m. to 4:00 p.m.

METCAFE PARK WILL BE RESERVED FOR ARTISTS AND CRAFTSPERSONS EXHIBITING THEIR OWN ORIGINAL WORK: Original artwork and crafts exhibited for sale must be that of the exhibitor. If original artists prefer to set up at Locomotive Park with general Vendors please note this on your application.

LOCOMOTIVE PARK WILL BE FOR GENERAL VENDORS TO SELL MERCHANDISE. WE WILL NOT REFUSE ANY VENDORS THAT HAVE LIKE MERCHANDISE. NO POLITICAL MERCHANDISE OR PETITIONS WILL BE ALLOWED.

Please note that this is a family friendly fundraising event and we have the right to refuse anyone participating at our discretion. We reserve the right to ask vendors to remove any materials from display or sale that are deemed offensive or not appropriate for a family event.

FOOD VENDORS: Your completed application must provide a list of what food and drink items you will sell. No changes to this list may be made after the application is accepted. Food truck/trailer vendors will be parked on Beale Street, facing the parks. If you have a food truck or trailer, we also need the dimensions of the truck/ trailer to insure we know where to place you at the event. **ALL FOOD VENDORS MUST SUPPLY THEIR OWN POWER WITH GENERATORS AND THEIR OWN WATER IF NEEDED.** There are no power hook ups available at either park for food vendors, and also no water, as the irrigation in the parks has to be shut off for the duration of the event. **Food Vendors must contact the Mohave County Health Department a minimum of 7 days prior to the event and obtain a Food Handler's Permit.** Mohave County Health Department will conduct inspections. Any Food Vendor that does not pass inspection must close-down and leave the event immediately. **Food Vendors also must provide a certificate of Liability Insurance, naming the City of Kingman and the Kingman Route 66 Rotary Club as additional insured.**

No alcohol may be served. Kingman Route 66 Rotary Club reserves the sole right to any alcohol sales at the event.

FEES: Each 10 x 12 exhibitor or vendor booth space or food vendor booth or truck/trailer space is \$125.00. If an applicant applies for two or more spaces, each space is \$125.00. There is no sharing of booths or spaces.

ALL FEES MUST BE PAID BY APRIL 5, 2021 (No Exceptions).

Cancellations: A 100% refund of all booth fees will be given for cancellations prior to April 1, 2021.
A 50% refund of all booth fees will be given for cancellations by April 15, 2021
After April 15, 2021 no refunds will be given unless we are mandated to shut down. You may then donate any part of the fees to Route 66 Rotary if you choose to support our fundraiser.

Spaces: Each exhibitor or vendor booth space is approximately 10' x 12'. All pop-ups or booths must be free standing. No trailers will be allowed on the grass. Exhibitors and Vendors must provide their own booth pop-up or cover, tables and chairs. Stakes are allowed in the ground and weights and tie-downs are required because of winds. We will try to honor all requests from returning exhibitors for specific spaces, but no guarantee is given or implied.

Set-up Time: Exhibitor and Vendor registration and set-up begins at 11:00 am. on Friday, May 07, 2021. No Exhibitor or Vendor may set up until they have registered at the on-site Festival Office Booth, which will be located in Metcalfe Park. Exhibitors and Vendors should be completely set up no later than 9:00 am on Saturday for the 10:00 am Festival opening. Trailers or vehicle parking are not allowed on the grass areas of the parks. Handcarts and dollies are allowed for unloading and loading.

Exhibitor Parking: METCALFE PARK EXHIBITORS UNLOADING ONLY: parking will be available in the Lee Williams High School parking lot, or on Grandview Street adjacent to Metcalf Park, on Friday. You will be directed one by one to the unloading area. No vehicle is to remain in the unloading area while you set up your booth. *Please be courteous to other vendors, and unload and move your vehicle as quickly as possible so others can park close to unload.*

LOCOMOTIVE PARK VENDORS UNLOADING ONLY: Unloading parking will be available on Beale Street or 1st Street, next to Locomotive Park. Some parking spaces will be reserved for Food vendors only on Beale Street.

After unloading: ALL VENDORS AND EXHIBITORS must move their vehicles to the far areas of the Lee Williams parking lot, or to street parking several blocks east of the parks, to allow for your customers to park as close as possible to the Festival on event days. YOU MAY NOT PARK AT THE MUSEUM OR POWERHOUSE! Please be courteous to our Very Important Customers!

Security: Professional security service will be on the Festival grounds at both parks on Friday and Saturday nights to protect your display; however, you are advised to remove your valuables. The Kingman Route 66 Rotary Club Foundation will not be responsible for theft, loss, or damage to your property before, during, or after the Festival.

Location: The Festival is being held at Metcalfe Park & Locomotive Park in downtown Kingman. Metcalfe Park is located at Beale and Grandview Streets in Downtown Kingman. From I-40 East, take the Beale Street exit and turn right. From I-40 West, take the Beale Street exit and turn left. Turn left on Grandview, and the parking lot to Lee Williams High School will be on the right, just past Metcalfe Park. Locomotive Park is located between Beale Street and Andy Devine Ave, across Beale Street from Metcalfe Park.

Weather: Usually sunny with temperatures during the Festival of 60°F to 90°F. The Festival will go on, wind, rain or shine (*there will be no weather-related refunds*). Come prepared with plastic in case of showers and required weights and stakes in case of wind.

License & Taxes: All exhibitors and vendors are expected to collect and pay 8.10% City of Kingman sales tax. If you do not have a City of Kingman business license, the City of Kingman Special Event Permit Fee is \$11.00 and must be paid along with the booth fees at time of application. We collect this fee and pass it on to the City of Kingman. **All Exhibitors and Vendors are required to complete the City of Kingman Special Event Permit, whether they have a City of Kingman business license or not.**

Mail or email your application form and other required documents and appropriate fees to:
Kingman Festival of the Arts
PO Box 166, Kingman, AZ 86402

Make all checks payable to: Kingman Route 66 Rotary Club Foundation

We also accept payment with: MasterCard, Visa, and American Express

For More Information or to email applications:

Karen Brown: BROWNKL01@gmail.com 703-599-1520 (call between 8-5 Monday-Friday)

Or Linda Owens: lindalouowens@gmail.com 928-716-5237 (call between 8-5 Monday-Friday)

KINGMAN ROUTE 66 ROTARY CLUB FOUNDATION'S **43rd Annual**
Kingman Festival of the Arts

Exhibitor Application Form: Please return this page along with the **completed City of Kingman Special Event Permit**

Exhibitor's Name:

Phone #:

Company Name (if applicable):

Mailing Address:

City:

State:

Zip:

Email:

Please enter the number of spaces and at which park you would like to reserve:

METCALFE PARK: Art or Crafts Exhibitor 10 x 12 booth space (s) _____ x \$125.00 each space.

LOCOMOTIVE PARK: Other Merchandise or Art/Craft Exhibitor 10 x 12 booth space (s) _____ X \$125.00 each space.

FOOD VENDOR: in Booth at Locomotive Park 10 x 12 booth space(s) _____ x \$125.00 each space.

Food Truck or Trailer Beale Street _____ x \$125.00 each parking space.

Exhibitors/Vendors: Description of Art, Crafts, or Other Merchandise items for display and sale:

Food Vendors: List food and drink to be sold and trailer size (if applicable) _____

Did you exhibit at our Festival in May 2019 Yes No

Do you have a City of Kingman Business License? Yes No **If Yes, attach a copy of your license with your application.**

If No, you will need to pay an additional fee of \$11.

Please complete the City of Kingman Special Event Vendor Permit. This is to be completed if you do, or do not, have a City of Kingman Business License.

If you are a food vendor you will be required to apply for a Food Handlers Permit at least 7 days prior to the event

Food Vendors, please include a copy of Liability Insurance Certificate, naming the City of Kingman and the Kingman Route 66 Rotary Club as additional insured.

*I understand that my application is not complete until **ALL** appropriate documents and fees have been received by the Kingman Route 66 Rotary Club Foundation, and I agree to all of the terms and conditions as outlined in the Exhibitor Information, Terms and Conditions document.*

Signature: _____ Date: _____

If paying by check or money order, Please make it out to: **Kingman Route 66 Rotary Club Foundation**


If paying by credit or debit card, check one Visa MasterCard American Express

Name as it Appears on the Card _____

Billing Address: _____
Street City Zip code

Card Number: _____ Expiration Date: _____ Security # on card: _____

Amount Authorized: \$ _____ Signature: _____ Date: _____

CITY OF KINGMAN 310 N. 4th Street, Kingman, AZ (928) 753-8113 SPECIAL EVENT VENDOR PERMIT		EVENT:
		Date(s) of Event:
Business Information		Fee: \$11 (waived with a current City of Kingman Business License)
Business Name:	Business location (if different than mailing address):	
Mailing Address:	ARIZONA SALES TAX# (Required for Collection of Kingman Sales Tax)	
	CITY OF KINGMAN BUSINESS LICENSE #:	
Describe your business, sales method and the kinds of products or services to be offered at this event:		

Personal Identification of Applicant: *Not required if business has a current City of Kingman Business License.

Applicants Full Name;	Relationship to business:
*Home Street Address:	Contact Phone #:
	Drivers License #: State:
	Expiration Date:
I HEREBY CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE COMPLETE AND ACCURATE:	APPROVED:
X	
Signature	Date
Event Coordinator	Date

CITY OF KINGMAN 310 N. 4th Street, Kingman, AZ (928) 753-8113 SPECIAL EVENT VENDOR PERMIT		EVENT:
		Date(s) of Event:
		Fee: \$11 (waived with a City of Kingman Business License)

<u>SPECIAL EVENT VENDOR PERMIT</u>
MUST BE POSTED CONSPICUOUSLY
ISSUED TO:
DATE ISSUED:
DATE EXPIRED: