

2025 47th Annual Kingman Sestival of the Arts

Greetings Vendor!

Kingman Rt. 66 Rotary Club Foundation is proud to host the 47th Annual Kingman Sestival of the Arts (KFOTA). The festival will be held in historic downtown Kingman, Arizona at beautiful Metcalfe Park. This event is eagerly anticipated each year by the residents of Kingman and Mohave County.

KFOTA Hours:

Saturday, May 10, 9:00 a.m. to 5:00 p.m. Sunday, May 11, 9:00 a.m. to 4:00 p.m.

Location: Metcalfe Park, 315 West Beale Street, Kingman, AZ 86401

KFOTA Rotary Contacts: Gina Kremper: <u>ginakremper@gmail.com</u> or (928)279-4435

Tina Greenwood: grenwd.2120@gmail.com, or (801)979-7123

Registration and Booth Space Fee: \$175.00 per each space. Registration Deadline 5/05/25

Cancellations & Refunds: All cancellations must be made in person or in writing, either by letter, fax or e-mail. A 50% refund of all booth and special fees will be given for cancellations prior to 5:00 p.m. on May 1, 2025. No cancellation refunds will be given after May 1, 2025.

Spaces: Each booth space is approximately 10' x 10'. Vendors may reserve more than one space. Trailers are not allowed on the grass. Vendors must provide their own tables, chairs, and pop-ups or booths, and small generators. (See Utilities, below). All pop-ups or booths must be staked or weighted. Stakes are allowed in the ground and weights are recommended.

Set-up and Tear down: Vendor check-in and set-up begins at Noon on Friday, May 09, 2025 **at the Rotary tent** in **Metcalfe Park**. No vendor may unload or set up until they have checked-in with a Rotary vendor committee person. Please be patient and courteous to all volunteers and other vendors as you wait your turn to unload. We will have volunteers on hand to assist with vendor unloading and carting product to spaces.

No vehicles are allowed to drive or park on the grass of the parks. Vendors may drive partway down the driveway from the Lee Williams Parking Lot only. Vendors must unload, and then move the vehicle to the parking lot before continuing to set up. Vendors may also unload from a space in the parking lot. Vendors are advised to bring hand trucks or carts to facilitate set up

No Set up or Tear down is allowed during the hours of KFOTA. The vendor access park gate will be closed during the hours of KFOTA. Tear down may commence after 4:00pm on Sunday, May 11th. All trash and unwanted items must be disposed of in provided trash containers or dumpsters at the site.



Vendor Parking for unloading only: South Lot of Lee Williams High School, adjacent to Metcalfe Park. Please move your vehicle to either the far end of Lee Williams High School parking lot, or several blocks east on Beale Street, to keep parking spaces open for attendees.

Utilities: There are no hook ups for electricity or water for vendors in the park. It is up to the individual vendors to provide their own power source.

Overnight Security: Security service will be on Park grounds on Friday and Saturday nights; however, you are advised to remove your valuables. The Kingman Route 66 Rotary Club will not be responsible for losses or damage incurred by vendors.

Weather: Usually sunny with mild to hot temperatures during the month of May. KFOTA will go on, rain, wind or shine (there will be no weather-related refunds). Come prepared with plastic in case of showers and weights in case of wind.

License & Taxes: Effective February 5, 2025, the City of Kingman no longer requires vendors to purchase special event permits (\$11 fee) when participating in events in the City. However, the City does require event hosts to submit pertinent vendor information to their office before an event. Therefore, Kingman Rt. 66 Rotary Club will continue to use the Special Event Permit form to collect the required information for the City. This form must be completed by ALL vendors and must include vendor's business license number (if applicable) and vendor's TIP number. We do not need copies of these documents

Liability: The Kingman Route 66 Rotary Club, the Kingman Route 66 Rotary Club Foundation, and Rotary International will not be held responsible for theft, loss, or damage to you or your property before, during, or after KFOTA.

Disclaimer: KFOTA is a family event. Therefore, obscene or vulgar merchandise is not allowed. Vendors attempting to sell this kind of merchandise may be asked to leave the park with no refunds. We cannot guarantee booth spaces, but we will do our best to accommodate everyone regarding shade, booth space and handicap accommodations but it will depend on when we receive your completed application documents, fees and availability. **Shaded booths are very limited due to tree removal by the City of Kingman Parks Dept.** It is highly recommended to bring your own shade and cooling sources for yourself and your products.

Return your vendor application, City of Kingman Special Event Permit, appropriate fess, and product pictures to:

US Mail: 2025 Kingman Festival of the Arts

Kingman Route 66 Rotary Club

PO Box 166

Kingman, AZ 86402

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

OR submit vendor event documents electronically to (Credit Card applications only):

rt66rotaryevents.com. Click on Kingman Festival of the Arts button.



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Vendor Application Form (please print)

Vendor Name:	Phone Number	
Company Name (if applicable):		
Address:	City:	State:
Zip Code:Email:		
, , ,	e pictures and a detailed list of products. Pictures are requal A which are not listed, you may be asked to leave the even	
	ation required to be submitted to the City of Kingman.	
	Booth (Registration Deadline 5/05/25)	
Number of 10'x10' booths at Metcalfe	Park @ \$175.00 per booth	\$
Please make checks payable to: Kingman Rou	Total amount enclosed Check # te 66 Rotary Club Foundation.	\$
If paying by Credit Card, a 4.0% transaction fe	ee will be added to your card.	
Credit Card #	Exp. Date.	SecCode
Billing Address		
Zip Code		Phone Number
	lete until the Kingman Route 66 Rotary Club has received Il of the terms and conditions as outlined in the Vendor In	
Signature:	Date:	

