



Art in the Park

44th Annual Arts & Crafts Festival in the Park Loveland, Colorado

Show Dates: August 9 & 10, 2008

Time: Saturday 10 AM to 5 PM - Sunday 9:30 AM to 4 PM

Place: North Lake Park (Taft Ave. & 29th St.)

Entry Fee: \$195 for each 12'x12' space paid by check, cash, money order or certified check.
\$200 for each 12'x12' space paid by VISA or MasterCard.

New for 2008: Sampling of prepackaged products i.e. soup mixes, dips, herbs, vinegars, jellies etc. See page 2 for Health regulations & guidelines. Electricity not available in craft area.
Space assignments will be processed in the order they are received and by space availability.

Sponsored by Thompson Valley Art League

In cooperation with the City of Loveland Department of Parks and Recreation

For more information contact:

Thompson Valley Art League / Lincoln Gallery

429 N. Lincoln Ave.

P.O. Box 1055

Loveland, CO 80539

a 501 c (3) Non Profit Organization

Phone: (970) 663-2407 Email: lincolngallery@qwestoffice.net www.lincolngallery.com

Business Hours Monday - Friday 11 AM to 5 PM Saturday 11 AM to 4 PM

The Event:

- Date & Time: Saturday, August 9 - 10:00 AM to 5:00 PM Sunday, August 10 - 9:30 AM to 4 PM
- Place: North Lake Park (Taft Avenue and 29th Street) - see maps on page 3
- Entry Fee: \$195 for each 12' x 12' craft space paid by check, cash, money order or certified check. \$200 for each 12' x 12' space paid by Visa or MasterCard. Spaces assigned as they are received and by space availability, not sold for only one day.
- New for 2008: Sampling of prepackaged products i.e. soup mixes, dips, herbs, vinegars, jellies etc. See page 2 for Health regulations & guidelines. Electricity not available in craft area. Food court vendors have been selected from prior years participation.
- Confirmation: A Registration Receipt with your assigned space will be returned as confirmation of your acceptance for the event.
- Set up Times: Friday August 8 from 9AM to 7PM & Saturday August 9 from 6AM to 9AM.
- Entry Deadline: Arts and Crafts is August 3, 2008. (Please contact TVAL after Aug 3 as unoccupied spaces may be available).

To remain competitive in the events market we strive to provide a balanced, unique and quality event for the general public. Selection of artists and works are the discretion of TVAL or representatives. Commercial, imported or massed produced items purchased for resale are discouraged unless exhibitor created or designed the works. Jewelry may be limited to 35 artist documentation of originality is requested with application. Authenticity may be reviewed in the selection process unless otherwise noted it shall be deemed original by the artist.

What You Need to Do:

1. Make checks, money order or certified checks in the amount of \$195 per space, payable to TVAL. Spaces paid by VISA & MasterCard is \$200 per space. Telephone verification will be used for card transactions.
2. Send one to three photos and description of items to be displayed with the application. Include a #10 or larger SASE for return of photos, otherwise photos will be returned in the registration packet on August 9th & 10th, non-returnable after August 11th, 2008.
3. Complete the Application Form selecting space number, giving 1st, 2nd, 3rd or additional choices (See map page 6). Spaces are assigned as entries are received and space availability.
4. New for 2008: *Sampling of consumable products; soup mixes, dips, herbs, vinegars, jellies etc. in Craft area is allowed if guidelines are met for serving and maintaining products according to County & State Health Department regulations. A current food license, proof of liability insurance, name, address & phone number of a commissary or certified kitchen must accompany our application. Vendors may not sell craft items and consumable products from the same space.*
5. Participants will setup and maintain booths with their own equipment and materials. Arrangements for booth sitting (breaks) will be available at the TVAL information table at check in. Individuals needing assistance will be accommodated as personnel allows.

Important Tax Information:

• **A 6.7% sales tax is required to be collected on all sales during the event.**

- Participants are responsible for obtaining a Special Events or Multiple Event Sales Tax License from the State of Colorado, fee required. Contact the Colo. Dept. of Revenue at 303-866-5643, 970-494-9805 or www.taxcolorado.com.
- Upon registration at the event site, **each vendor** will receive information and a sales tax remittance form from the City of Loveland. Vendors are responsible for completing required information and remitting the sales tax amount 3% to the City of Loveland & 3.7% to the State of Colo. Dept of Revenue. Returns due by the 20th day following the month of the sale.
- The City of Loveland will assign TVAL, the event organizer, a "**Single Event Sales Tax License**". TVAL will submit a vendor list from the event to: the City of Loveland Sales Tax Division, and Colo. Dept. of Revenue upon their request.

Rules and Regulations

- Participants must remain both days and until closing of the show at 4 PM on Sunday August 10. Early departure will result in forfeiture of future consideration in this event. TVAL personnel will regulate traffic flow for unloading/loading of participants during the event. Our volunteers will coordinate traffic to exit all exhibitors as quickly & safely as possible.
- Parking is not allowed in areas that are roped, coned or marked with special signage. Yellow paint on the curbs are fire lanes and parking is not allowed unless directed by TVAL staff.. To avoid towing charges after unloading items at the curbs, staff will direct exhibitors to available parking spaces **within the park**. Information on outlying parking and public shuttle service at designated areas will be available at the TVAL information booth.
- Motor homes, large vehicles, trailers etc. will be directed to designated areas in the park. Back and unhook trailers in spaces do not park on or across lines. Please allow room for others to unload or load as well as park. Outlying parking may be suggested for oversized vehicles.
- Vendor displays must be contained within the marked boundaries of the park to facilitate foot traffic through the show. **No posts or stakes can be driven into the ground over 8 inches or obstruct walk ways and aisles.**

Security is provided the nights of August 9, 10 in craft area only. Participants are encouraged to carry their own insurance.

50% REFUND UP TO JULY 1, 2008 NO REFUNDS AFTER JULY 1, 2008 NO RAIN DATE NO DISCOUNT SIGNS NO PETS PLEASE



First Name _____ Last Name _____

Business Name _____

Address _____ City _____

State _____ Zip _____ Email address _____

Home Ph. _____ Work Ph. _____ Cell _____

Vehicle License # _____ Trailer # _____ State _____

(vehicle that will be brought to the event - including trailers).

Description of art, craft or items to be displayed for sale? _____



\$195 for each space paid by check, money order or cash, \$200 for each space paid by VISA or MasterCard

Spaces required? _____ Amount _____ Check # _____ VISA/MC (Circle one) Card Exp. Date _____
 (Phone verification will be used for credit card transactions after application is received.)

Space choice see map page 6 First _____ Second _____ Third _____ Others _____

We cannot accommodate tents or canopies larger than 12’x12’ for arts/crafts booths, no electricity in craft area.

Sampling of consumable products; soup mixes, dips, herbs, vinegars, jellies etc. in Craft area is allowed if guidelines are met for serving and maintaining products according to County & State Health Department regulations. A current food license, proof of liability insurance, name, address & phone number of a commissary or certified kitchen must accompany our application. Vendors may not sell craft items and consumable products from the same space.

Do you need Disability Parking and/or assistance? Please indicate (X). Yes ___ No ___ Explain needs: _____



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- Participants are responsible for obtaining a Special Events or Multiple Event Sales Tax License from the State of Colorado, fee required. Contact the Colo. Dept. of Revenue at 303-866-5643, 970-494-9805 or www.taxcolorado.com. A “Single Event Sales Tax License” will be assigned to TVAL the event organizer.
- Upon registration at our event, **each vendor** will receive information and a sales tax remittance form for the City of Loveland. Vendors are responsible for completing required information and remitting the sales tax amount 3% to the City of Loveland and 3.7% to the State of Colo. Dept of Revenue.
- TVAL will submit a vendor list from the event to: the City of Loveland Sales Tax Division, and Colo. Dept. of Revenue upon their request. Returns are due by the 20th day following the month of the sale by the participating vendors.
- Include one to three photos of work to be displayed at the show, mark them clearly for identification. Enclose a # **10** or larger self-addressed stamped envelope for return of your Registration Receipt. Photos will be returned with receipt or upon registration at the TVAL Booth August 9 or 10, non-returnable after Aug 11.
- Send this form and fee to; TVAL PO Box 1055 Loveland, CO 80539 or Lincoln Gallery, 429 N. Lincoln Ave, Loveland Co 80537.



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I have read and agree to the information provided in this prospectus and will abide by written or verbal instructions set forth by TVAL or its representatives for this event.

Entry Deadline is Aug. 3, 2008 Signature _____ Date _____



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*2008
Art In the Park*

*August 9 & 10, 2008
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