



VENDOR/EXHIBITOR GUIDELINES

FESTIVAL HOURS
Saturday, May 5 – Noon to 10 pm
Sunday, May 6 – 11 am to 9 pm

Hi, Folks!

Thank you for your interest in our 33rd Annual Tucson Folk Festival; one of the oldest FREE folk music festivals in the country! This festival weekend is a production of the Tucson Kitchen Musicians Association, and we are looking forward to the delightful presence of Tucson's vendor/exhibitor communities to enhance everyone's festival experience!

APPLICATION PROCESS:

Each vendor/exhibitor must submit a new application each year. Application acceptance is ongoing, on a first-come/first serve basis until all available categories are filled. When an applicant who has been accepted fails to send their payment on time, we will offer that space to another. Deadline for all applications and payments is March 16, 2018. If you need to cancel after your application has been accepted, full refunds will be offered up to January 01, 2018; 50% refund up to March 01, 2018; and, no refunds after March 01, 2018.

NOTIFICATION of your acceptance will be two weeks after the receipt of your completed application.

REMINDER: It is the responsibility of the individual vendor/exhibitor to obtain a City of Tucson Business License if this is applicable to their business or operation.

ASSIGNMENT OF BOOTH LOCATION:

Booth locations will be assigned this year, as we are relocating some vendor spaces. Once assigned a space, exhibitors and vendors/exhibitors may not change booths, switch places, or occupy spaces they considered un-occupied, without prior approval of Festival staff.

Festival Sponsors have a guaranteed space in El Presidio Park if they choose to be part of the event in this manner; therefore, some spaces may be reserved for Sponsors only.

SET UP/BOOTH GUIDELINES:

Food Vendors may set-up after 8 am on Friday, May 4 or Saturday morning, May 5 by 10 am. All food vendors will be provided with an electrical drop. Anyone planning to sell any type of fresh food or offer food samplings larger than 2 ounces needs to obtain a Temporary Food Permit from Pima County.

Arts & Crafts Vendors/Exhibitors may set-up after 8 am on Friday or Saturday morning by 10 am. Please let us know now, if you will need electricity (i.e. convenience, lights, etc.).

Load-in directions will be provided via email after acceptance of application.

Amplified sound or use of microphones inside or outside booths is not allowed.

All vendors/exhibitors must bring their own canopy to fit in a 10×10 space; unless other arrangements have been approved.

The City has asked that no stakes be used to secure your booth/tent. You are required to secure your tent in place with weights or water containers at least 25 lbs. each leg at the minimum. We can encounter high winds this time of year.

We ask that you are on the festival grounds from opening until closing each day. If staying open past dark, you will need to provide your own lighting, and have indicated your need for electricity on your application. Once the Headline Performer acts begins, Saturday, May 5th – 9 pm / Sunday, May 6th – 8 pm, we ask that you are considerate of the performers; keeping sound/noise from your booth at a minimum.

RAIN POLICY:

Tucson Folk Festival will be held rain or shine. In the event of extended rain or dangerous weather, Festival staff will decide whether to postpone or cancel any planned events.

RELEASE OF LIABILITY:

Vendor/Exhibitor releases and forever discharges the Tucson Kitchen Musicians (TKMA) Board of Directors and Staff and Volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in, the Tucson Folk Festival. The Tucson Folk Festival is not responsible for any injury sustained by performers, exhibitors, vendors, patrons or guests. Applicants store and exhibit personal property at applicant's own risk and will not hold Tucson Folk Festival accountable if any of the following should occur: adverse weather conditions, natural disaster, or closure as deemed necessary for public safety.

SECURITY:

There will be security in El Presidio Park at all hours of the evening starting on Friday May 4th at 5PM. You may leave items in your tents (no valuables, of course) at your discretion. But, we ask that you bundle them, wrap somehow or put in closed boxes/bins, if possible. The festival grounds cannot accommodate storage of large quantities of inventory on site. Vendors/Exhibitors are free to store inventory in their booths, only to the extent that their booth space allows. Each vendor/exhibitor is responsible for securing their own insurance for potential losses.

WATER & SODA SALES

Please note that beginning this year, vendors may not sell water or soda, as these sales raise funds to keep our festival FREE to the community. The Festival will have several booths to accommodate water/soda. All vendors may sell other refreshments; and, of course, may bring water for their staff and volunteers.

We are looking forward to a new and exciting festival in 2018! The Tucson Folk Festival is attended by more than 12,000 people to date; and is increasing in attendance and vendor/exhibitor participation each year! Woo Hoo! Each year we conduct post-event surveys to all groups involved with the festival to assist us in improving the festival experience for all. We strive to provide the best service to all participants of the festival; as well as, our partners and festival community. We are committed to making your experience at the festival FUN and a true sharing of music and community!

If you have any questions or concerns, please send me an email and I will be happy to visit with you.

Linda Lou Reed, Vendor Coordinator, vendors@tucsonfolkfest.org

33rd Annual Tucson Folk Festival - May 5-6, 2018 - A production of the Tucson Kitchen Musicians Association!
The Tucson Kitchen Musicians Association (TKMA) began as a group of friends gathering regularly on Friday nights for potlucks and jammin' in the kitchen. TKMA has grown into an all-volunteer operated 501(c)(3) non-profit organization; established in 1986. Our mission is to further public awareness and interest in acoustic music and other folk arts by promoting and producing the annual Tucson Folk Festival; one of the oldest FREE folk music festivals in the country! We invite you to visit our website: www.tucsonfolkfest.org and Facebook: <https://www.facebook.com/TucsonFolkFest>
