

# 2017 Arts in the Park Rules & Regulations

Elizabethtown Community Park, One Ken Lane, Elizabethtown PA 17022

## **SET-UP**

You may set up at 6:00 a.m. on Saturday, May 13, 2017. There will be volunteers to help you unload if necessary/desired. Vehicles must be off the field by 8:30 a.m. on Saturday.

To avoid congestion, you are asked to unload your vehicle at the designated spot and then take your vehicle to vendor parking. Please do not leave your vehicle in the park and set up as you unload.

Artists are responsible for their own set-up of tables, chairs, tent awnings, electric, etc.

There are no exceptions to set-up times unless pre-approved by the Chairperson. You must stay in your allotted space. If using any type of cover other than a tent, you must first have approval from the appropriate Chairperson.

## **LIABILITY INSURANCE**

All food vendors must have liability insurance and provide a Certificate of Insurance prior to the event. The certificate will name Arts in the Park and Elizabethtown Borough as certificate holder.

## **ACCEPTANCE**

You will receive an email upon receipt of your application. Follow-up information for the show will be emailed to you closer to the date and will include a map of the park, directions for vendor set-up and parking, parking pass, etc.

## **LEAVING THE PARK**

No Vendor will arrive late or leave prior to closing. Vehicles will not be allowed on the field before 3:15 p.m. on Saturday, due to the number of patrons who remain in the park. All areas must be cleaned and belongings off the grass by 5:00 p.m. on May 13<sup>th</sup>, unless prior arrangements have been made with the Chairperson.

## **VENDOR PARKING**

Vendor parking areas are located at the municipal lot (corner of S. Spruce & Washington Streets) and behind the Mennonite Church (300 S. Spruce Street). Each vendor will be provided with a Vendor Parking pass to place on the dash of your vehicle. There will be signs and people to direct you to the parking areas. *No vehicle will gain access to the vendor parking area before 8:30 a.m. without a tag.* The Vendor Parking pass will include your vendor space number. Your parking tag **MUST** be placed on the dash of your vehicle or you will not be admitted into the reserved vendor parking area.

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## MISCELLANEOUS

All merchandise on display must be juried by Arts in the Park. The Committee reserves the right to withdraw any item it deems unsuitable or not juried. If you do not remove the item after being informed it is unsuitable, you will be asked to leave the event and will not be invited to return in the future.

No pets are allowed in the park unless prior arrangements have been made with the Chairperson.

No raffles or games of chance are permitted in the park unless previously approved by the Chairperson and after having secured the appropriate games of chance license.

If you need assistance getting items on or off the lawn, please make arrangements with the Arts Chairperson.

No skateboards, bicycles, etc., are allowed at the event.

## OVERNIGHT ACCOMMODATIONS

### ***Lodging options include:***

Amanda Gish House B&B	717-361-8637
Holiday Inn Express	717-367-4000
Red Rose Motel	717-367-7518
West Ridge Guest House	717-367-7783

### ***Campgrounds include:***

Elizabethtown/Hershey KOA	717-367-7718
Hershey Conewago Recreaground	717-554-9005

## FOR FURTHER INFORMATION CONTACT:

**BOROUGH OF ELIZABETHTOWN  
600 SOUTH HANOVER STREET  
ELIZABETHTOWN, PA 17022  
717-367-1700**

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