

Dear Vendors:

You are cordially invited to take part in Marion's Park It & Market events, to be held in the spring and fall of 2017. You may sign up for both events, or just one. Our dates are: Saturday, April 29, 2017 and Saturday, October 21, 2017. These fairs will take place from 9AM to 3PM, in Marion's beautiful Central Park, located in downtown Marion, Kansas. In the event of inclement weather, these events will be held indoors at the Marion Community Center, located at 203 North Third Street.

The charge per 10' x 10' space is \$25.00, payable in advance. A reservation form is enclosed for your convenience. Please return your paid reservation by **April 14, 2017**, for the spring fair, and **October 6, 2017**, for the fall fair. **No refunds will be given after these dates. No refunds will be given for inclement weather, as we will move inside.**

You may set up beginning at 7:30 a.m., the day of the event. We do ask you remain set up until the fair closes at 3 p.m. You will need to provide your own tables and seating. If you have a canopy, please indicate the size on your application.

SUBLETTING PROHIBITED - Exhibitors may not sell or give their booth space to anyone. The registered exhibitor and their merchandise must be the one occupying the booth. If you are unable to come, please call and let us know.

We will not duplicate vendors. There may be vendors selling the same type product, but if you are associated with a particular company, you should be exclusive.

This event will be free to the public. We ask that you help with parking by moving your vehicle once you have unloaded. We want parking near our event to be available for customers. Please help by moving your vehicle ASAP after you unload.

*Electricity is available for an additional \$10.00 fee. Please indicate if you want electricity on your application. You will need your own extension cord.

*Trailer Parking is available in the park (along the east driveway or at the back) for an additional \$15.00 fee per vehicle, for those needing access to additional stock during the event. Only vendors who have pre-paid for trailer parking will be admitted in this area. We appreciate your cooperation with this matter.

If you have suggestions, questions, or concerns, please let us know. We work to make our events better each year, and hope you are available to join us! Thank you.

Margo Yates,
Marion Parks & REC Director

Marion Parks & Recreation
203 N. Third
Marion, Ks. 66861
Phone: 620-382-3425
E-mail: margo@marionks.net

Park It & Market in 2017
Saturdays = April 29, 2017 and October 21, 2017
9 a.m. – 3 p.m.
Central Park, Marion, Kansas

I would like to reserve _____ space(s), of a 10' x 10' area, at \$25.00 per space **per event**, at the Marion Park It & Market event: in the Spring _____; in the Fall _____; or Both events _____.

Specify type of Product: _____

Name: _____

Company Name: _____

***Please be specific as to what company you are associated with as we will not allow duplicate vendors.**

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: Area Code: (_____) _____

E-Mail Address: _____

Electricity: YES _____ NO _____ (Additional \$10.00 Fee per event)

Trailer Parking: YES _____ NO _____ (Additional \$15.00 Fee per event)

Date: _____

Total Amount Paid: _____

Do you have a canopy you will use? YES _____ NO _____ SIZE: _____

Please enclose a check or money order, covering the total amount due, made payable to:
City of Marion, 203 N. Third, Marion, Ks. 66861, along with your release of responsibility form.

Please register by April 14, 2017 for the Spring event and October 6, 2017 for the Fall event. *By registering for both events you will guarantee your participation as we will not duplicate specific companies.

RELEASE OF RESPONSIBILITY DOCUMENT

RE: Marion Park It & Market
City of Marion Parks & Recreation Department
Marion, Kansas 66861

To Whom It May Concern:

You, as an individual or a company, shall be totally responsible for any and all damages and/or losses that may occur while your items are on and/or within the premises of the Park It & Market event. We do not anticipate any problems, but we cannot carry insurance to cover your property.

Please fill in the following, and return it with your reservation form. Thank you for your cooperation.

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I, the undersigned, do hereby release the Marion Park It & Market Committee of the City of Marion Parks & Recreation Department of Marion, Kansas, and/or any part of it's affiliates, from the responsibility for any damages and/or losses incurred and/or caused by whatever means, on the premises being used as the site of the Marion Park It & Market event. I further waive any right I might have to recover said damages from the Marion Park It & Market Committee of the City of Marion Parks & Recreation Department of Marion, Kansas, and/or any of its affiliates.

DATED: This _____ day of _____, 20_____.

NAME: _____

ADDRESS: _____

CITY & STATE: _____

SIGNATURE: _____