



Dear CRAFT Vendors:

Greetings! We are including this letter to inform you of important details for Pittsburg's 2019 Fourth of July Celebration. Please see the list below.

1. **REGISTRATION:** All applications for arts and crafts vendors must be received or postmarked by June 15, 2019 and be accompanied with payment for the registration fee. Applications received after that date may not be considered for inclusion in the celebration and a \$10.00 late fee will apply. Refunds will not be returned after June 15, 2019 or in case of rainout.

ONLINE REGISTRATION NOW AVAILABLE @ <https://pprd.pittks.org>

KEYWORD SEARCH: "CRAFT"

All vendors will be required to submit 2 pictures of their booth and a complete list of items that they will be selling at the 2019 Celebration. If registering online or you prefer email, you can now submit pictures and items electronically by emailing pprd@pittks.org.

2. Arts and craft vendors will be assigned to their space/s. These spaces are assigned on a first come, first served basis, including spaces with electricity. Craft booth spaces will be 10' in width by 15' in depth. Vendors can setup a smaller space within the dimensions but width and depth dimensions will not be changed. No exceptions! If your setup requires a larger area than this, two spaces will need to be purchased.
3. A limited number of craft booths will be available on the east side (band dome side) of the park and will be placed near the parking lot. Only those crafts vendors that include such items as glow in the dark items, children's items, face painting/airbrush can request these spaces. If you do not include a request, you will be placed on the west side of the park.

****The acceptance of your request will be at the discretion of the Recreation Superintendent/Festival Coordinator ****

4. **ELECTRICITY:** All electrical outlets have been upgraded to GFI protected circuits. All vendors are required to meet current standards with their vendor booths as to ensure appropriate electrical operation throughout the celebration. We will not be making any special arrangements. Vendors are responsible for all cords and hookups.



5. **CHECK-IN:** Vendors will check in at the access road just east of Kiddieland. Please see the "X" marking this location on the map. We ask that all vendors keep their vehicles on this access road and park in designated parking only.

CHECK-IN TIMES:

WEDNESDAY, JULY 3 rd	2:30PM – 4:30PM
THURSDAY, JULY 4 th	6:00AM – 7:15AM

***Vendors will not be allowed to check-in before or after these times as staff will not be available; any vendor setting up before/after specified times will be asked to shut down and will not be allowed to participate.**

The Fourth of July Celebration schedule will be updated on our website, www.pittks.org, as well as our Facebook page, www.facebook.com/PPRD1. Be sure to like our page on Facebook to receive schedule changes immediately and stay up to date! Be sure to click "Going" on the Facebook event page as well!

Please review all information enclosed very carefully and feel free to contact US either by phone at 620-231-8310 or by email at pprd@pittks.org.



Find and Like PPRD on Facebook!

Thank you,
City of Pittsburg Parks & Recreation
Phone: 620-231-8310
Fax: 620-230-5636
Email: pprd@pittks.org

