

Third Thursday Registration and Event Guidelines:

At Third Thursday, we have many ways to engage:

FOOD VENDORS MUSIC & PERFORMANCES VISUAL ARTS
COMMUNITY ACTIVITIES INFORMATION TABLES AND MORE!

GENERAL GUIDELINES - ALL REGISTRANTS:

Registration Deadline: To ensure your spot at the event, we ask that you submit your form at least 10 days in advance of the event. (Hutch Rec starts marketing via social media and e-blasts 7 days in advance of the event. The community's expectation is that if you are on that list, you will be present at the event.)

Vendor Cancellation & Refunds: If you will not be able to attend Third Thursday after you have sent a submission form, please notify the event organizer right away (jchambers@hutchrec.com). If cancellation notice is not given at least 7 days prior to the event, special allowances will not be made for that vendor. After three failures to attend, that vendor may not have booth space at any more Third Thursday events during that calendar year.

Booth Materials: No tables, chairs, canopies, or other booth furnishings will be provided by Hutch Rec or Third Thursday organizers, unless otherwise stated in correspondence directly from the event organizers. Booth participants are required to bring all the necessary materials for their own booth space. Vendors should also be prepared to process all of their own transactions.

Booth Location: A location will be provided to you by event coordinators. If you have a requested location, please include that information in your submission form, and organizers will honor the request to the best of their ability.

Event Times: Event check-in is 4:45 - 5:15 PM at Foxtrot Studio (13 E. Sherman St.) All registrants should be ready to greet the public at their booth location by 6:00 PM.

We request that registrants do not start packing up until after 8:00 PM. Vehicle loadout time is 9:00 - 10:00 PM.

Weather Guidelines: Cancellation of Third Thursday is at the sole discretion of Hutch Rec. Unless communication from Hutch Rec is sent directly about a change to the scheduled event, registrants can and should expect to be there.

Booth Activities Not Permitted: Raffles, Giveaways, and Sweepstakes.

FOOD VENDORS:

What would Third Thursday be without our delicious selection of regional food truck cuisine?

Food Vendor Fees: Food Vendors are required to pay a \$90 REFUNDABLE deposit before the start of our fair weather season (March - October). Every failure to show at a registered event forfeits \$30 of the deposit. After three failures, we will not ask a vendor to return to the event. The remaining refund balance is returned once the fair weather season has ended.

MUSIC AND PERFORMANCES:

Beautiful music and lively performances by our local talent are essential to the festive environment at each Third Thursday!

To discuss stipends, please contact Hutch Rec's Arts and Culture Coordinator, Jacelyn Chambers at jchambers@hutchrec.com.

VISUAL ARTISTS:

At the heart of Third Thursday are the original artworks of local artists.

Artist Booth Fee: To support the participation of as many artists at each Third Thursday as possible, booth space is FREE to artists. However, there are guidelines for our artists that we expect registrants to follow, as listed below.

Submission Review: Artist submissions are subject to review by the event organizers before registration is accepted.

Works NOT Accepted:

- Any piece made with kits, molds, or premade charms. This includes jewelry, keychains, etc. (Please register instead as a “Community” submission.)
- Tumblers, cups, printed signs, freshies, or 3-D printed forms from online files. (Please register instead as a “Community” submission.)

Conditional Works Accepted:

- No artwork for sale contains copyrighted materials, contents, or imagery (ex: portraits of celebrities, cartoon characters, etc.) UNLESS the appropriate permissions are obtained beforehand. (proof of licensing or permissions will be required at registration if copyrighted images and materials are used.)
- All displayed artworks should be family-friendly. Event organizers reserve the right to request the removal of a piece from display if it is deemed unsuitable for Third Thursday.
- Printed clothing and accessories should feature only original designs, or copyrighted materials with proper permissions for use and licensing.
- Fiber artworks (knit, crochet, quilt, sewing, etc.) that utilize patterns created by another artist should credit the original artist who made the Pattern. This can be done via signage at the booth, on price tags, etc.

COMMUNITY ACTIVITIES AND INFORMATION TABLES:

Not every booth will fit the categories above, but every participant is an important part of our community! Please fill out a “Community” submission form if you do not identify as any of the other categories listed above.

Booth Fees: Booth spaces are free for nonprofit organizations and downtown businesses, however [event registration](#) is still required to be advertised as a participant in the event. All other community vendors will need to submit a \$30 payment to Hutch Rec to reserve their space at the event. Payment is due at least 10 days before the event, and all submissions are subject to review by event organizers before acceptance.

Activities: We ask community booths to consider planning an activity open to the public at your table. By providing a community activity at your booth, you help your

table stand out among the crowd, and you also enrich the experience for everyone who attends Third Thursday! Examples of activities: coloring pages, trivia, demonstrations, games, contests, and so much more! (please review the Banned Booth Activities section on page 1 before submitting your activity for approval).

Questions?

Contact Jace Chambers, Hutch Rec Arts and Culture Coordinator at jchambers@hutchrec.com.

