

Third Thursday Event Guidelines

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General Rules:

Registration: To be included in the event lineup on social media, submission forms are due THREE weeks before the event. Registration is subject to approval by Hutch Rec staff.

Cancellations & Refunds: If you cannot attend Third Thursday after your registration has been approved, please notify the event organizers immediately to let them know of the change (jchambers@hutchrec.com & dgilliland@hutchrec.com). If a cancellation notice is not given at least seven (7) days before the event, the applicable refund will be forfeit. After three failures to attend or notify of cancellation, a booth participant or vendor is prohibited from having space at Third Thursday events during the remainder of that calendar year.

Booth Materials: No booth furnishings will be provided by Hutch Rec or Third Thursday partners. Participants must bring all necessary materials (including tables, chairs, and canopies) for their booth space.

Booth Location: A location will be provided to you by the event coordinators. Location requests can be made on a submission form, and organizers will honor these requests to the best of their ability.

Event Times: Event check-in is between 4:30 and 5:30 PM at the Hutch Rec front desk (17 E 1st Ave). All registrants should be ready to greet the public at their assigned location by 6:00 PM. We request that registrants not pack up before 8:00 PM. Within the event barricades, vehicle loadout time is 8:00 – 9:00 PM. Road barricades are removed at 9:00 PM.

Weather Policy: 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: Sweepstakes, and Flyer/Business Card Handouts.

Booth Activities that Require Permission: Coloring Pages, Carnival Prize Games, Fundraisers, Raffles, and Giveaways.

Sound Restrictions: Loudspeakers, live or pre-recorded music, or any other forms of amplified sound are prohibited unless proper performance permissions have already been established by the event organizers.

Non-approved Participation: Unsanctioned tables, booths, vendors, performers, or solicitors of any kind will be asked to vacate the event zone during the time listed on the event permit.

Community Activity Guidelines:

Activities: Participating organizations (including nonprofits, social groups, churches, etc.) are REQUIRED to host an activity open to the public during Third Thursday. By providing a community activity at your booth, you help your table stand out among the crowd and enrich the experience for everyone who attends Third Thursday.

Examples of activities: arts & crafts projects, inflatables, scavenger hunts, photo ops, trivia, demonstrations, educational games, contests, and so much more! (Please review the Banned Booth Activities section on page 1 before submitting your activity for approval).

Booth Fees: Booth space is free for nonprofit organizations.

Vendor Guidelines:

Eligibility: Only locally owned, independently operated businesses and sellers are permitted to set up as vendors at Third Thursday. If your corporate office or business would like to take part in Third Thursdays in Downtown Hutchinson, please reach out to Denice Gilliland at dgilliland@hutchrec.com about sponsorship opportunities.

Vendor Fees: Vendors must pay a \$30 NONREFUNDABLE vendor fee for each month of participation. We have a limited number of vendor spots available each month, available on a first-come, first-served basis.

Payment & Publicity: Vendor submission form approval and fee payment are due THREE weeks before the event to be included on our event lineup.

Sales & Transactions: Vendors should be prepared to process all of their own transactions.

Copyright, Licensing, & Ownership Laws:

- No wares contain copyrighted material, content, or imagery (ex: portraits of celebrities, cartoon characters, logos, 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.
- 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.

Language & Subject Material: All wares should be family-friendly. Event organizers reserve the right to request the removal of any item from display if it is deemed unsuitable for Third Thursday.

Wares NOT Permitted:

- Open-sourced 3-D printed items.
- Repackaged or rebranded wholesale goods.
- Goods sold under the following business models: direct selling, network marketing, pyramid selling, multi-level marketing, or a synonymous sales structure.

Artist Vendor Guidelines:

Booth Fee: To support the participation of many local artists at Third Thursday, booth space is FREE to artists (listed at checkout as a “discount” or “artist scholarship”). However, there are important event guidelines for artists as listed below.

Wares NOT Permitted with the Artist Discount:

- Artwork made with kits, molds, or premade charms. This includes jewelry, keychains, etc.
- Tumblers, freshies, or 3-D printed forms from online files.
- Printed materials bearing designs not created by the seller.

Food Vendor Guidelines:

Mobile Food Vendor Fees: Mobile Food Vendors are required to pay a \$30 NONREFUNDABLE vendor fee for each month of participation.

Required Documentation: Tax ID Certificate and a Food Handler’s License. (Cottage foods are exempt from this requirement).

Months Accepting Mobile Food Vendors: March through November.

Performance Guidelines:

Language & Subject Material: All performances should be family-friendly.

Sound Levels: Performers may be asked by event organizers to change their sound setup to respect other performers’ zones or attendees’ comfort levels.

Performance Stipends: No performance group will be paid for their performance at Third Thursday without a mutually signed Hutch Rec Performance Agreement and a Recreational Liability Waiver signed by all participating performers and crew members.

Festival Zone Guidelines:

Pet Policies: Pets are welcome at Third Thursday! However, please respect each business's indoor policy regarding pets and animals. Pet owners are expected to clean up any waste created by their pet in the event zone. Our events also follow City leash laws for pets. Attendees are expected to follow these laws.

Misconduct Policy: To ensure a safe and welcoming environment for all attendees, certain actions or behaviors will not be tolerated. Event staff reserves the right to ask any individual engaging in disruptive, threatening, or inappropriate behavior to cease their actions, move to a different area, or leave the event entirely. Failure to comply may result in law enforcement intervention and removal from the premises.

No solicitation within the event zone.

Questions?

Contact the Hutch Rec Community Initiatives Division:

1. Jace Chambers, Arts and Culture Coordinator: jchambers@hutchrec.com
 2. Denice Gilliland, Community Initiatives Director: dgilliland@hutchrec.com
- or call us at (620)663-6179.

