

# C-K AutumnFest

PO Box 442

Kenova, WV 25530

Phone: (304) 360-1381

Email: CKAutumnFest@aol.com

## Craft Booth Application for 2018

Application Deadline October 1st

Festival dates October 26<sup>th</sup> & 27<sup>th</sup>

Setup October 25<sup>th</sup>

This form is intended to serve as your application for a craft booth at the C-K AutumnFest. Your signature on this application confirms that you understand the rules and regulations and you are agreeing to abide by these regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* PLEASE PRINT CLEARLY \*\*\***

NAME OF EXHIBITOR: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAMES OF ADDITIONAL STAFF WORKING YOUR BOOTH

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TELEPHONE:

(DAYTIME) \_\_\_\_\_

(EVENING) \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

List the media you plan to exhibit (may include art, woodcrafts, pottery, jewelry, etc. - NO FOOD PRODUCTS): REMEMBER, YOU ARE LIMITED TO (3) MEDIA - PLEASE BE SPECIFIC

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

If you have any special needs (i.e. electricity - there is a limited number of booths available with electricity), please list below and we will do our best to accommodate you.

\_\_\_\_\_

\_\_\_\_\_

### 2018 C-K AutumnFest Craft Booth Information

Standard single booth is 10' x 10' - double booth is 10' x 20'.

Single: \$30\_\_\_\_\_ Double: \$55\_\_\_\_\_

Make check or money order payable to: C-K AutumnFest

Return application to: C-K AutumnFest, Craft Booth Application, P.O. Box 442, Kenova, WV 25530. FULL PAYMENT IS REQUIRED WITH APPLICATION.

THANK YOU FOR YOUR COOPERATION.

If you have questions, please call (304) 360-1381 or email CKAutumnFest@aol.com.

## 2018 C-K AutumnFest Rules and Regulations

*Note: Please read the rules and regulations in their entirety. It is important that you are aware of the C-K AutumnFest Craft Show rules and procedures.*

Upon receipt of your completed application and payment, you will be notified of your acceptance into the Craft Show via phone call. You will also be issued a confirmation number, either by email, phone or U.S. Postal Service the week of the show. If you do not receive confirmation of acceptance, please contact us. When you arrive at the Craft Show to set up, you **MUST** have your confirmation number with you when you check in for your booth assignment. If you do not have your confirmation number, you will not be allowed to set up. This procedure has been put in place to assure those of you that have followed proper procedure are the only ones setting up at the show.

Exhibitors must submit one (1) photograph of each media to be sold. No applications will be processed without photographs unless discussed in detail with the committee chair prior to acceptance. These photographs will be used for our jury process. You may email photos of your work. If emailing, please note that on your application.

The three (3) media listed on your application are **ALL** that will be permitted in the show. Any changes must be approved by October 10, 2018. This will be reviewed during the show.

Entrant must be actively engaged as an individual in the arts/crafts field (i.e., you must actively engage in the making, demonstrating if possible, and selling your own work). *Any item in which all elements are commercially produced or distributors of such items are prohibited. This will be carefully reviewed in 2018 and the C-K AutumnFest reserves the right to remove any vendor violating this policy with total forfeiture of all fees paid. Final determinations are at the sole discretion of the C-K AutumnFest board of directors.*

C-K AutumnFest board of directors reserves the right to reject any exhibitor whose work does not meet requirements. Misrepresentations will result in forfeiture of booth fees.

Entrants must be at least 18 years of age, unless special permission has been granted by the C-K AutumnFest.

Exhibitors are encouraged to demonstrate the arts and crafts named on the application. These demonstrations should continue throughout most of the festival hours. Please remember there is a limit of three (3) media per applicant. If booth space is shared between exhibitors, media is still limited to three.

Exhibitors are responsible for any and all taxes and fees associated with the show. This includes, but is not limited to, State of WV taxes and local taxes. C-K AutumnFest will not collect any taxes.

Exhibitors are responsible for providing tables, chairs, easels, extension cords or any other display equipment required. A limited number of electrical outlets will be available, and will be available on a first come, first serve basis. If you need electricity please indicate that on your application. *use of fans and/or space heaters in craft booths is prohibited.*

Sales booths must be staffed and **REMAIN OPEN FOR ALL HOURS** of the festival. Exhibitors will be responsible for booth staffing personnel. **Early move-outs or dismantling of booths prior to closing of the show will eliminate you from being eligible to participate in future events sponsored by the C-K AutumnFest.**

Exhibitors may return to their booths one-hour prior to general public admission each show day. Show Hours: Friday, October 26<sup>th</sup> 4:00pm to 9:00pm; Saturday, October 27<sup>th</sup> 10:00am-7:00pm. **These hours are set in stone.** We advertise that the craft show will be open the above hours and we expect all crafters to remain open for the hours stated.

We understand that sometimes it is difficult for those of you with children to arrange for someone to watch them while you are set up at a craft show. We also understand that it is sometimes necessary for you to have your child with you for a short period of time during the show. If you have small children we do ask that you make arrangements for child care in advance to the show. Toddlers and young children get very bored being in this environment for long periods of time. So please have consideration for your fellow exhibitors and your potential customers and make arrangement for child care. Exhibitors that have older children that work in the booth with them are perfectly acceptable.

**Code of Conduct** - All crafters, and everyone associated with each booth, are expected to conduct themselves in a courteous and respectful manner. Rude and disrespectful behavior will not be tolerated. Persons behaving badly will be asked to leave. Those persons who have exhibited bad behavior in the past will not be allowed to participate in the C-K AutumnFest Craft Show.

Move-in: Exhibitors will be permitted to move-in on Thursday, October 25, 2018 between 4:00pm and 9:00pm.

Building will be locked during non-show hours. C-K AutumnFest will not be responsible for loss or damage to your booth or its contents.

Move-out: All exhibitors MUST be completely removed from the building by 10:00pm on Saturday, October 27<sup>th</sup>.

Aisle space MUST remain clear. No craft person may use space in passageways or non-allocated areas. Please be considerate of fellow exhibitors by complying with this policy.

Solicitation of materials will NOT be permitted without written permission of the C-K AutumnFest.

Once set up is complete the C-K Autumnfest will be taking photos for publicity purposes for our website and/or Facebook page.