

Alexandria Festival of the Arts Application and Contract 2012

DEADLINE MAY 1, 2012

Exhibitor Name: _____
Company Name: _____
Email Address: _____
Website: _____
Address: _____
City: _____ State: _____ Zip code: _____
Home Phone (____) _____ Work Phone (____) _____ Cell/Emergency#:(____) _____

Category of work (CHECK ONLY ONE): Painting, specify: _____
 Sculpture, specify: _____ Glass _____ Wood _____ Photography _____
 Jewelry Mixed Media, specify: _____ Other, specify: _____

Are you driving an RV or large rig (more than 2 axles) YES NO Month/Date of Birth ____/____
Current license plate# (required): _____ St: _____ Trailer plate#: _____
Size and Height of Display _____ X _____ X _____

Alexandria Festival of the Arts - 09/08/12-09/09/12

Checklist: (Be sure to enclose ALL below items or your application may be delayed or returned!)

- Original Signed Application Form
- The **\$25 non-refundable Application Processing Fee (APF)**
- Full Entry Fee Per on separate check from APF – FULL SHOW FEE MUST ACCOMPANY APPLICATION – NO DEPOSITS ALLOWED FOR THIS SHOW
- Self Addressed Stamped Envelope. Be sure the envelope is big enough to send back your slides/photos and event information.
- 3 Photos/slides of your work plus 1 photo/slide of your outdoor display – MANDATORY Indoor displays will not be accepted.

Please make checks out to HOWARD ALAN EVENTS

Send all information to 400 Cypress Dr., Suite 1, Tequesta, FL 33469

****We also accept credit cards for booth payment, please visit our website at www.artfestival.com for credit card form or contact our office at 561-746-6615****

GENERAL RELEASE

The undersigned does hereby discharge, release and hold harmless, HOWARD ALAN EVENTS, LTD. & AMERICAN CRAFT ENDEAVORS. (all cities, property owners, and associations) and all co-sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsors during the Festival, and hereby consents to enforcement of all rules of this event. Furthermore, the undersigned artist hereby certifies that all display work is handcrafted and created by the show participant. Participant understands that any mass produced item on display can cause expulsion from the show or future shows. There are no rain dates. There will be no refunds or credits if a show is cancelled due to rain, floods, hurricanes, or any other forces of nature after logistics and advertising have been arranged! There will be no refunds on artist cancellations. Credit will be issued if Howard Alan Events, Ltd. & American Craft Endeavors. is notified in writing at least (60) SIXTY days prior to an event. Credit will be good from two years of cancellation. Exhibitors are responsible for full payment of show fee if cancelled less than 60 days prior to event. MANAGEMENT RESERVES THE RIGHT TO DISQUALIFY ANY EXHIBITOR CAUSING ANY PROBLEMS TO FELLOW EXHIBITORS OR MANAGEMENT. Failure to comply with the rules and regulations set forth on the reverse side of this General Release may result in expulsion from any and/or all events. Management reserves the right to make final interpretation of all rules.

The undersigned understands that if this application is not accepted, all fees and slides will be returned by mail, with the exception of the Application Processing Fee. If accepted, HAE/ACE has my permission to reproduce my artwork, through the slides or photographs I have submitted, for the purpose of advertising and marketing the Festival. HAE/ACE also has my permission to publish photographs or videos taken of me, my booth and my work during the Festival for purposes related to promotion of the Festival, past or future.

BY SIGNING BELOW YOU ARE AGREEING TO ALL POLICIES, RULES and REGULATIONS!!!!

Signed: _____ Date: _____

EXHIBITOR RULES AND REGULATIONS

► The staff at **Howard Alan Events and American Craft Endeavors** would like to thank you for your participation in our shows. In order for you to help us make our shows the best they can be, we have established some rules and regulations. To participate in our events, you **MUST** observe the following...

- ◆ All work must be original, handcrafted, created and exhibited by the approved artist themselves. Kits, imports, and mass produced items will not be tolerated. This rule is strictly enforced.
- ◆ All categories shall be reviewed, juried and screened prior to your acceptance. Any media **NOT** approved during the application process that appears in your booth at an event will be removed.
- ◆ All applications require **3** photos or slides of your work plus **1** photo or slide of your outdoor display. We will not process your application without a photo/slide of your outdoor display with the white 10x10 tent included in the image. **INDOOR displays WILL NOT be accepted.**
- ◇ We do **NOT** keep slides or photos on file. You **MUST** resubmit slides/photos with **EACH** application
- ◆ Displays must be professional and aesthetically pleasing. All tents **MUST be white** and all racks **MUST be covered**. Handwritten signs and sale signs are strictly prohibited. Ribbons won from other shows may **NOT** be displayed. Please visit our website, www.ArtFestival.com to view our display requirements and tips. The goal is to make your tent look like a "Mini" art gallery.
- ◇ Exhibitors will leave their exhibit space clean after packing up at break down. If your space is not clean after an event this could result in expulsion from future shows.
- ◆ Please send a biography of you and your work. We like to have these on file for publicity opportunities.
- ◆ Application fees (**APF**) must be paid on a separate check from show fees. The APF fee is a \$25 non-refundable application fee.
- ◇ It is **VERY** important that you include the event name and date on your checks to avoid miscommunication. This should be done on the application as well if using our generic application from our website.
- ◆ If not accepted into a show, your show fees/deposits will be returned to you un-cashed.
- ◆ For shows without deadlines please keep in mind that the show(s) may be open when you contact us, but are subject to close at any time. To avoid missing a show, please submit early. Applying when the brochure first comes out is strongly recommended.
- ◇ Please allow 3 to 6 weeks to process your application once received in our office. You will not be charged a late fee if we received your application way in advance of a show but you are not informed of your acceptance after cut-off date.
- ◆ Please include a self addressed stamped postcard that we can date stamp and mail back to you the day your application is received at our office in place of calling our offices. We receive thousand of applications a day and it is very difficult to sort through all the mail to look for a specific application when you call.
- ◆ **WAITING LIST** – Please note we have placed a box on the application that reads "WAITLIST IF CLOSED". Checking this box means you would like to be placed on the waitlist in the event that a show is closed at the time we process your application. Once placed on the waitlist the office will contact you as soon as we have an opening in the show. If an opening does not occur you will receive your show fee check back, un-cashed, after the event takes place. If called from the waitlist there is **NO** penalty if you do not accept the spot and your show fee will be immediately returned to you.
- ◆ **CANCELLATIONS** – **THERE ARE NO REFUNDS FOR CANCELLED SHOWS!** However, a credit good for 2 years from cancellation date will be issued to your account if you notify the office with 60 days or more before the event date. The exhibitor is responsible for the entire show fee if the event is cancelled with less than 60 days prior to the show. There are **NO EXCEPTIONS** to this rule! If an event is cancelled with less than 60 days and you owe the show balance, you will not be able to exhibit in a future event until the show balance has been paid.
- ◇ All cancellations **MUST** be in writing, either by mail, fax or email.
- ◆ The approved exhibitor will occupy his or her booth at all times. **NO** subletting or sharing of space is permitted. No representatives are allowed. **PETS ARE NOT ALLOWED AT SHOWS.**
- ◆ **TAXES** – Each exhibitor is responsible for collecting the State Sales Tax and filing a report with the local Department of Revenue.
- ◆ An accepted application is a commitment to display your work during **ALL** scheduled hours of the show. If you are not present for any part of the show, this could result in expulsion from future events.
- ◆ **Bank Fees** – A \$25 bank fee will be charged on all return checks. The check amount plus the \$25 fee is payable with a money order, cashier's check or cash. The fee may be higher with international checks.
- ◆ **TENTS** – Exhibitors are responsible for making their tents sturdy against wind, rain etc. Tents **MUST** be manufactured of flame – retardant materials. Staking into the pavement will **NOT** be permitted without written permission from the show director. Howard Alan Events is not responsible for lost, damaged or stolen property. Dollies are required for set-up and breakdown for most shows!
- ◇ If you would like to rent a tent for an event, please call **Tents 4 Events**. The number is **954-675-7634**. If doing so, please make a note of this on your application so the jury is aware of why you do not have a white 10x10 tent in your display image. You **MUST** set-up a 10x10 space outside and show us how you plan to display your work at the show.
- ◇ Exhibitors will receive an ample amount of booth space, which varies depending on the venue. Exhibitors will **NOT** take up any additional space without first consulting with a show coordinator. **ALL WORK, DISPLAY and STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.**
- ◆ The exhibitor's space shall be occupied by 7:30am the morning of the show or you will be considered a "no-show" and your space will be given away with no possible refund or credit. Vehicles **MUST** be removed from the show area by 8:30am unless otherwise specified.
- ◆ **Set-Up and Breakdown** times will be strictly enforced. Please see show confirmation for details.
- ◆ The information found on the **Space Number page** on our website the Thursday prior to the show supercedes the information on your confirmation. Be sure to check for updated information. If you do not have internet access, please contact the office for your space number.
- ◆ **Management reserves the right to make final interpretations of all rules and regulations. Please read the general release on front of application before signing!**