



# HOWARD ALAN EVENTS 2012 APPLICATION AND CONTRACT (Please print clearly)

Exhibitor Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Is this a new address?:  Y  N

City: \_\_\_\_\_ State: \_\_\_\_\_ Code: \_\_\_\_\_

Month & Day of Birth : \_\_\_\_/\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell./Emergency No: (\_\_\_\_) \_\_\_\_\_

Are you driving an RV or large rig (more than 2 axles?)  Yes  No Current License Plate #: \_\_\_\_\_ (required) ST: \_\_\_\_\_ Trailer plate : \_\_\_\_\_

### Category of work (Check ONLY one!):

- Glass  Wood
  - Photography  Jewelry
  - Mixed Media, specify \_\_\_\_\_
  - Paintings, specify \_\_\_\_\_
  - Sculpture, specify \_\_\_\_\_
  - Pottery/Ceramics, specify \_\_\_\_\_
  - Other, Specify \_\_\_\_\_
- Size & Height of Display:  
 \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

### DECEMBER

- Coconut Point New Years Art Festival 12/31/11-01/01/12

### JANUARY

- Las Olas Part I 01/07/12-01/08/12
- Boca Fest 01/14/12-01/15/12
- Dunedin 01/14/12-01/15/12
- Delray Beach 01/21/12-01/22/12
- Indialantic 01/21/12-01/22/12
- St. Armands 01/28/12-01/29/12

### FEBRUARY

- Hobe Sound 02/04/12-02/05/12
- Coconut Point 02/11/12-02/12/12
- Downtown Sarasota 02/18/12-02/19/12
- Stuart 02/25/12-02/26/12

### MARCH

- Las Olas Part II 03/03/12-03/04/12
- Venice 03/03/12-03/04/12
- Jupiter Art Fest by the Sea 03/10/12-03/11/12
- Key Biscayne 03/17/12-03/18/12
- Coral Springs 03/17/12-03/18/12
- Hyde Park (Tampa) 03/24/12-03/25/12
- CityPlace (West Palm Beach) 03/31/12-04/01/12

### APRIL

- Siesta Fiesta 04/14/12-04/15/12
- Celebration (Orlando) 04/21/12-04/22/12

### MAY

- Kansas City 05/18/12-05/20/12
- Hilton Head Island (South Carolina) 05/26/12-05/27/12

### JUNE

- Cleveland (Beachwood-Lyndhurst) 06/02/12-06/03/12
- Louisville (Summit) 06/09/12-06/10/12
- Grand Haven 06/23/12-06/24/12

MUST use Western Tour Application for other June shows

### JULY

- Downtown Chicago 07/06/12-07/08/12

MUST use Western Tour Application for other July shows

### AUGUST

- Baltimore (Inner Harbor) 08/18/12-08/19/12
- Shadyside 08/25/12-08/26/12

MUST use Western Tour Application for other Aug. shows

### SEPTEMBER

Alexandria 09/08/12-09/09/12 - (MUST use Alexandria application to apply)

### OCTOBER

- Las Olas 10/20/12-10/21/12
- Hyde Park 10/27/12-10/28/12

### NOVEMBER

- Venice 11/03/12-11/04/12
- St. Armands 11/10/12-11/11/12
- Coconut Point Fall Art Fair 11/17/12-11/18/12
- Delray Beach Thanksgiving Weekend 11/24/12-11/25/12

**All Colorado & Utah shows can be found on the Western Tour Application**

**All shows can also be found at [Zapplication.org](http://Zapplication.org)**

### CHECKLIST

(BE SURE TO ENCLOSE BELOW ITEMS OR YOUR APPLICATION MAY BE DELAYED OR RETURNED!!!)

- Original Signed Application Form**
  - \$15 Non-Refundable Application Processing Fee (APF)** Per Show (You may use 1 check for all APFs)
  - Entry Fee with Separate Checks for Each Show**, Minimum Deposit of \$50 Per Show - Please write show name on check
  - SELF-ADDRESSED STAMPED ENVELOPES!** Envelopes MUST be big enough to return your slides/photos AND your show information or we will be unable to send back any information and will discard your pictures!
  - 3 Photos/Slides of Work, 1 Photo/Slide of Outdoor Display - MANDATORY**
- If you are renting a tent from **Tents 4 Events**, you must STILL set-up a 10x10 space outside and show us how you will display your work in the tent. Also, make a note on the application that you will be renting a tent from Tents 4 Events
- Self-Addressed Stamped Postcard** to confirm receipt of application to our offices (see back of application for details)

Double Booth (check here if applying for a double booth)

Can you set up in an odd shape equal to specified size?

**Yes! I would like to be waitlisted for any shows closed at the time my application is processed!**

**CREDIT CARDS ARE NOW ACCEPTED FOR BOOTH PAYMENT, PLEASE VISIT [WWW.ARTFESTIVAL.COM](http://WWW.ARTFESTIVAL.COM) FOR CREDIT CARD FORM OR CONTACT OUR OFFICE, FORM IS ALSO INCLUDED ON PAGE 3 OF THIS APPLICATION**

**IF ACCEPTED, BALANCES WILL BE DUE AT LEAST 30 DAYS BEFORE THE SHOW DATE OR A \$50 LATE FEE WILL APPLY PER SHOW!**

**Please Note:** You are required by local law to obtain all tax eligibility forms from the local Department of Revenue for each show.

**Please make all Art Festival checks out to: Howard Alan Events**  
**Send all information to:** 400 Cypress Dr., Suite 1, Tequesta, FL 33469  
 Office (561) 746-6615 Fax (561) 746-6528 [www.ArtFestival.com](http://www.ArtFestival.com)

### 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 good for 2 years from cancellation date will be issued if Howard Alan Events, Ltd. is notified in writing at least (60) SIXTY days prior to an event. 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 my booth, my work and me 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 both 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](http://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. You may include all APF's on one check, but show fees **MUST** be on separate checks. The APF fee is a \$15 non-refundable application fee.

◆ For most shows a fifty dollar (**\$50**) deposit may be made in lieu of the full booth fee **ONLY** if the event is thirty (**30**) days away or more. We also accept credit cards for payment of booth fees. Please visit our website to access the credit card authorization form or contact our office. If you are accepted into a show, the balance must then be paid for **NO LATER** than thirty (30) days before the event or a fifty dollar (**\$50**) late fee will be applied to the balance and **MUST** be included in with the balance. If applying to a show close to the thirty (30) day cut-off date, it would be beneficial to include the full booth fee with the application. If you are applying for a show close or past the thirty (30) day cut-off date, please include the \$50 late fee with the show 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.

◆ **First Time Exhibitors:** If you are applying within 30 days or less before an event, a money order or cashiers check is required for the show fee and application fee!

◆ 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. Thank you!

◆ **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!**



**Howard Alan Events Credit Card Authorization Form**

**CREDIT CARD PAYMENTS - PLEASE PRINT CLEARLY**

Cardholder Name (As appears on card): \_\_\_\_\_ (circle one)  

Billing Address: Street \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCV# \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_

\$ amount HAE is authorized to put on card (YOUR CARD WILL NOT BE CHARGED UNLESS ACCEPTED TO SHOW) \$ \_\_\_\_\_  
**If accepted to show balance will be due 60 days prior to the event.**

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

By signing this form, I agree that I understand the sixty (60) day cancellation policy Howard Alan Events instates. I understand and agree to these terms and expressly waive any rights to credit card charge backs as a means to mediate disputes. Please note that we do not give refunds, if exhibitor cancels show 60 days prior to the event we will issue a company credit.

*ArtFestival.com*

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 Tequesta, FL 33469  
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