



38th Annual Siesta Fiesta (craft section)
Sarasota, FL
April 9th & 10th, 2016

Dear Crafter:

American Craft Endeavors warmly extends congratulations on your acceptance to the **38th Annual Siesta Fiesta (Sarasota, FL)**. We are happy to include your fine work in our festival and will support all efforts to ensure a successful show. Please find all relevant information below. SALES TAX: 7%.

You can now manage your show schedule, update your personal account information and pay your show fee balances online! Log in here: [ONLINE BALANCE PAYMENT SYSTEM](#)

Show Date: *April 9-10, 2016*

Times: Saturday & Sunday 10:00 A.M. to 5:00 P.M.

Set up: Set up and space assignment will begin at 5:00 A.M. on Saturday morning. **Check-in is at Ocean Blvd. & Whispering Sands Condo.** All vehicles must be out of the show area by 8:30 A.M. and set-up must be completed by 9:30 A.M. Your booth must be open and ready for business each day of the festival by 9:30 A.M. **YOU MUST BRING A DOLLY to facilitate set up. PLEASE BRING YOUR VEHICLES IN AND OUT LEGAL WAY OF TRAFFIC.** If you have not arrived by 7:45 A.M. on Saturday, we will consider you a “no show” and you will be at risk of losing your space. We appreciate your attention to this matter. For the courtesy of others, please do not smoke near your booth or your neighbors’ booths for set up, breakdown or show hours. Please remember that you can only display the category that you were juried in for. For example, unless you were juried in for jewelry, you can't display jewelry. (Please refer to our rules and regulations list.)

Daytime Parking: Behind SunTrust Bank and on side streets – **No overnight parking!**

SunTrust Bank
5035 Ocean Boulevard
Sarasota, FL 34242

**RV, Trailer,
Oversized Vehicle
& Overnight
Parking:**

There is **NO** overnight parking at all in Siesta Key. In the past, they have overlooked overnight parking, but this time it will be enforced. We have made arrangements for an RV park close to Siesta Key:



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Sun and Fun
7125 Fruitville RD
Sarasota, FL 34240
(941) 371-2505

Ask for the Siesta Fiesta rate (\$38 per night) – full hookups

Sun-N-Fun will honor the nightly group rate to any individual wishing to extend their group stay. This rate will be available for up to 7 additional nights (based on availability).

Space size:

Space size is approximately 10' x 10'. **ALL WORK, DISPLAY AND STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.** In an effort to be sure each and every exhibitor gets the same exposure, we are requesting your display to be contained within your booth. Please remove or rearrange any items that extend beyond your front poles. Your cooperation is appreciated.
IMPORTANT: PLEASE BRING EXTRA WEIGHTS FOR YOUR CANOPIES DUE TO POSSIBLE UNFORSEEABLE WEATHER!!

Important:

All display work must be handcrafted and created by the seller. Failure to comply can result in expulsion from the show. (Please refer to our rules and regulations list.)

Signs: Handwritten “Show Special,” “Sale” and “% Off” signs are not allowed.

Space Requests:

A certain space number may be requested at least two (2) weeks prior to the festival, but please remember this is only a request and is not guaranteed. Corner spaces and ends are very limited. In the event your display requires extra space, we do allow for 1.5 spaces or double spaces when available and for an additional fee.

Cancellations:

All **cancellations** must be in writing (preferably emailed) and submitted to the office **30 days** prior to the event in order to be issued a credit, good for 2 years. **If you cancel less than 30 days prior to the show, you will be responsible for the entire show fee.** If you need to cancel the night before the show, please email helayne@artfestival.com.

Cancellations must be RECEIVED in our office by THURSDAY, MARCH 10, 2016 to avoid loss of show fee.

Show Fee Balances must be RECEIVED in our office by THURSDAY, MARCH 10, 2016 to avoid paying the late fee.



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Social Media:

Prior to each show, we encourage you to post artwork, space numbers and anything to promote yourself on the American Craft Endeavors' Facebook Page, Twitter, Instagram and Pinterest.

The official American Craft Endeavors' hashtag is #ACECraftFest. You can use this hashtag when posting to stay connected.

We want to invite all our artists to join us on Pinterest! If you have not already signed up for Pinterest, it is a great social networking tool that is rapidly growing. After you have signed up, you can post to our American Craft Endeavors' boards. We are creating show preview boards as a way to get your art out to the community before each show. When you become a member of Pinterest and begin following us, please notify debbiealan@artfestival.com your Pinterest URL and we will grant you access to our boards to pin your work.

We also invite you to go to our website and click on all our social media icons.

Get started to promote yourself and your beautiful work.

www.artfestival.com



Emergencies:

Please email emergency@artfestival.com (this is preferred method of contact as it is monitored 24 hours per day) or call (954) 649-1211 for **EMERGENCY SITUATIONS ONLY AFTER OFFICE HOURS OR WEEKENDS! DO NOT CALL THIS NUMBER FOR SPACE NUMBERS. This number is for EMERGENCIES ONLY PLEASE!!!**

Show Fees:

Show fees are due 30 days prior to the show date. Craft show balances received within 30 days of the show will be subject to a late fee of \$15. This fee is in addition to any applicable jury fees and full show fee(s). Please also remember that along with your deposits, you may also include a post-dated check, or post-dated credit card authorization form that we will charge on the date you specify. Post-dated checks and credit card forms are meant to save you the worry of remembering to pay your balance before the deadline. All post-dated checks and credit card forms **MUST** be flagged with either a Post-It note or a highlighter, and the charge date must be clearly indicated. **SEE ATTACHED INVOICE AT THE END OF THIS CONFIRMATION**



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Breakdown:

Breakdown will begin at 5:00 P.M. on Saturday & Sunday, but vehicles will not be allowed in until 6:00 P.M. on Saturday & Sunday. *****WE URGE EVERYONE TO PLEASE BREAK DOWN YOUR ARTWORK and BOOTH, BEFORE GOING TO GET YOUR VEHICLE ***** PLEASE BRING YOUR VEHICLES IN AND OUT LEGAL WAY OF TRAFFIC. If there are still spectators walking around, vehicles will not be allowed in until the show coordinator gives the O.K. **PLEASE BE CONSIDERATE AND LEAVE YOUR AREA CLEAN (I.E., CABLE TIES, GARBAGE, ETC.)** Although good security will be provided, we strongly urge you to take your items out of your booth on Saturday night.

Directions:

Take I-75 to Bee Ridge Road exit. Take Bee Ridge Road to 41 and go north (right turn) to the next stoplight. Make a left on Siesta Drive. Follow that street to Siesta Key. When you come to a fork in the road, go straight to Siesta Village (Higel Avenue). Go 500 feet and make a sharp right turn on Ocean Boulevard. The show is on Ocean Boulevard.

Navigational Address:
5124 Ocean Boulevard
Sarasota, FL 34242

Hotel:

For special discount rates, please access www.ArtFestival.com and click on the Festival Rates button. Feel free to share this with your customer/collectors too if they are traveling to a show as this discount will apply to them as well.

Parking Pass:

A parking permit (ENCLOSED) must be displayed in vehicle's front windshield, identifying the crafter. Failure to do this can result in the towing of your vehicle.

Important:

For your safety, as well as your wellbeing and that of your neighbors', your booth, display and art must be properly weighted and secured. Please adhere to this policy, as American Craft Endeavors' staff and city Fire Marshals will be checking your weights periodically. Non-compliance may result in your removal from a show. PLEASE HELP US IN AVOIDING THIS FROM HAPPENING TO YOU. Please do not bring any oversized vehicles or RVs into the show site prior to the time designated on this confirmation. These are parking lots of active businesses. You will be asked to leave and run the risk of being towed. We have adopted a policy of ZERO TOLERANCE in this matter, as it puts our parking sites in jeopardy for future use when you fail to adhere to the rules.



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If we can be of any further assistance, please call the main office at (561) 746-6615 or email info@artfestival.com, 8:30 A.M. to 5:00 P.M., Monday – Friday.

Do you have any questions, comments, complaints or suggestions regarding the festivals, show coordinators, office procedures, etc? If so, please email at info@artfestival.com or mail directly to our office at 270 Central Boulevard, Suite 107B, Jupiter, FL 33458. Your opinion matters to us! All correspondence will be kept confidential.

Looking forward to a great show!

Howard, Debbie, Helayne and the entire staff at American Craft Endeavors



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CRAFTER PARKING PASS

NAME:

CELL PHONE #:

SPACE #:

This parking pass authorizes parking in designated areas ONLY as outlined in your confirmation or the website. Failure to comply will result in fines issued by local or state police or towing at your expense. Please do not let this happen to you.



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American Craft Endeavors

270 Central Blvd., Suite 107B, Jupiter, FL 33458

Tel: (561) 746-6615 Fax: (561) 746-6528

www.artfestival.com

INVOICE

Please separate this invoice from your confirmation and keep with your accounts payable records. You can pay your show fee balances, manage your festival schedule, and update your personal account information through our [online payment system](#). You may also mail a check, mail/fax the credit card authorization form, or call the office to charge your balance.

****ALL BALANCES SHOULD BE RECEIVED IN THE OFFICE 30 DAYS PRIOR TO THE SHOW ****

Show Name	38th Annual Siesta Fiesta (craft section)	
Show Date	April 9-10, 2016	
Show Fee	\$275	
Deposit Paid	-	
Balance Owed	\$	DUE: March 10, 2016

** If balance is received after this date, a \$15.00 late fee will be imposed.

If you have any credits on file, you must advise us on how to allot your funds by the due date. We will not automatically apply funds without your expressed consent.

Disregard if payment was paid in full, and accept our thanks.

Thank you for your kind cooperation,

American Craft Endeavors






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American Craft Endeavors Credit Card Authorization Form

CREDIT CARD PAYMENTS - PLEASE PRINT CLEARLY

Crafter Name: _____ (circle one)   

Name on Credit Card: _____

Billing Address: Street: _____ City: _____ State: ___ Zip: _____

Credit Card #: _____ CCV# _____

Expiration Date ____ / ____

\$ Amount ACE is authorized to put on card (YOUR CARD WILL NOT BE CHARGED UNLESS ACCEPTED TO A SHOW)
\$ _____

If accepted to the show, the balance will be due 30 days prior to the event. Please indicate the amount of money to be charged per show.

Show Name(s) and amount per show:

Phone Number: _____

Address: _____

License Plate # _____ Trailer Plate # _____ State: _____

Cell: _____ Email: _____

Signature: _____

By signing this form, I agree that I understand the thirty (30) day cancellation policy American Craft Endeavors 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 a show 30 days prior to the event, we will issue a company credit. This card will not be kept on file for future charges.

***If you have any additional updates, please contact us.**