

2023/2024 AMERICAN CRAFT ENDEAVORS APPLICATION AND CONTRACT (Please print clearly)

Exhibitor Name: _____

E-mail: _____

Company Name: _____

Website: _____

Address: _____

Is this a new address?: Y N

City: _____ State: _____ Zip: _____

Cell: (____) _____ Work: (____) _____ Home: (____) _____

Current License Plate #: _____ (required) ST: _____ Trailer plate : _____ **Yes! I would like to be waitlisted for any shows**

Category of work (Check ONLY one!):

- Jewelry _____
 - Clothing _____
 - Other, Specify _____
- Size & Height of Display:
 _____ X _____ X

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

1.5 Booth (check here if applying for a 1.5 booth; you must have a 10x15 tent)

NOVEMBER 2023

- Spanish Springs (The Villages) 11/4 - 11/5
- Juno Beach 11/11 - 11/12
- Dunedin 11/18 - 11/19
- Punta Gorda 11/25 - 11/26

DECEMBER 2023

- St. Pete Beach 12/2 - 12/3

JANUARY 2024

- St. Pete Beach 1/6 - 1/7
- Lake Sumter (The Villages) 1/13 - 1/14
- Punta Gorda 1/20 - 1/21
- Venice 1/27 - 1/28

FEBRUARY 2024

- Hobe Sound 2/3 - 2/4
- Spanish Springs (The Villages) 2/10 - 2/11
- Clearwater 2/17 - 2/18
- Delray 2/24 - 2/25

MARCH 2024

- Hollywood 3/2 - 3/3
- Punta Gorda 3/9 - 3/10
- Coral Springs 3/16 - 3/17
- Stuart 3/23 - 3/24
- Brownwood (The Villages) 3/30 - 3/31

APRIL 2024

- Port St. Lucie 4/6 - 4/7
- St. Pete Beach 4/13 - 4/14
- Dunedin 4/20 - 4/21
- Tarpon Springs* 4/27 - 4/28

*no tent rentals available for Tarpon Springs shows

CHECKLIST

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

- Original Signed Application Form**
- Entry Fee with Separate Checks for Each Show**, Minimum Deposit of \$50 Per Show (if applying within 30 days of show, full booth fee plus late fee [\$30] is due). Please write show name on check. If you are applying close to 30 days prior to the show, the full booth fee should be enclosed, as we cannot accept a deposit.
- SELF-ADDRESSED STAMPED ENVELOPES!** Envelopes MUST be big enough to return your photos or we will be unable to send back your photos and they will be discarded.
- 3 Photos of Work, 1 Photo of Outdoor Display - MANDATORY** If you are renting a tent from **The Tent Guys**, you must STILL set-up a 10x10 space outside and show us how you will display your look in the tent. Also, make a note on the application that you will be renting a tent from The Tent Guys.
- Self-Addressed Stamped Postcard** to confirm receipt of application to our offices (see back of application for details).

Mailing address:
 Howard Alan Events
 270 Central Blvd., Ste. 107B
 Jupiter, FL 33458

APPLICATIONS CAN ALSO BE FOUND ON ZAPPLICATION.ORG

Dates are subject to change. Changes, if necessary, will be announced immediately.

IF ACCEPTED, BALANCES WILL BE DUE AT LEAST 30 DAYS BEFORE THE SHOW DATE OR A LATE FEE WILL APPLY PER SHOW (\$30)! CONFIRMATIONS WILL BE EMAILED TO YOU.

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

You can pay your show fee balances, manage your festival schedule, and update your personal account information through our [online balance payment system](#). You may also mail a check, mail/fax the credit card authorization form (page 3), or call the office to charge your balance.

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.**

GENERAL RELEASE

The undersigned does hereby discharge, release and hold harmless, HOWARD ALAN EVENTS & 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) will be issued if Howard Alan Events & American Craft Endeavors is notified in writing at least (30) thirty days prior to an event. Exhibitors are responsible for full payment of show fee if cancelled less than 30 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 photos will be returned by mail. If accepted, HAE/ACE has my permission to reproduce my artwork, through the 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 (page 1 of 2)

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. Artists and crafters are only permitted to apply with one medium.
- All applications require **3** photos of your work plus **1** photo of your outdoor display. We will not process your application without a photo of your outdoor display with the white 10x10 tent included in the image. **INDOOR displays WILL NOT be accepted.**
 - We do **NOT** keep photos on file. You **MUST** resubmit 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, you may be expelled from future shows.
- Please send a biography of you and your work. We like to have these on file for publicity opportunities.
- 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. A credit card authorization form is on the following page. Please visit our website to access additional credit card authorization forms or contact our office. If you are accepted into a show, the balance must be paid **NO LATER** than thirty (30) days before the event or the **late fee (\$30)** will be applied to the balance. If applying to a show close to the thirty (30) day cut-off date, please include the full booth fee with the application. If you are applying for a show past the thirty (30) day cut-off date, please include the **late fee (\$30)** with the show fee.
 - It is **VERY** important that you include the event name and date on your checks to avoid miscommunication.
- If you are 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) and/or medium categories 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 applications first become available is strongly recommended.
 - Please allow 2 to 4 weeks to process your application once received in our office. You will not be charged a late fee if we receive your application more than 30 days before the show date and are informed of your acceptance within 30 days of the show.
- 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.
- **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, we will return your show fee check uncashed, after the event takes place. If you are 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 the cancellation date will be issued to your account if you notify the office more than 30 days before the event date. The exhibitor is responsible for the entire show fee if the event is cancelled within 30 days of the show. There are **NO EXCEPTIONS** to this rule! If you cancel an event within 30 days of the show date, you are liable for 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 (email preferred).
- The approved exhibitor will occupy his or her booth at all times. **NO** subletting or sharing of space is permitted. **NO** representatives are allowed. Friendly pets are allowed at the shows.

EXHIBITOR RULES AND REGULATIONS (page 2 of 2)

- **LIABILITY INSURANCE** – All exhibitors selling food for human or pet consumption AND exhibitors selling products that are applied to the skin (soap, skin care, etc.) are required to have product liability insurance. A one million dollar liability insurance policy, complete with Product Liability Insurance, naming Howard Alan Events, Inc. and American Craft Endeavors as co-insured, indemnified, and held harmless in the event of damage of property, injury, death, alleged sickness from food/skin care product, and any other damages or claims, suits, etc., shall be in force and on file in our office prior to being in attendance at an event.
- **DELRAY BEACH FESTIVALS** - The City of Delray Beach is now mandating ALL festival exhibitors (this includes exhibitors that sell art and crafts, as well as packaged foods for human or pet consumption and/or products that are applied to the skin) have a \$2 million liability insurance policy in place for every show/festival they attend in Delray Beach. The City of Delray Beach must be listed as an ADDITIONAL INSURED and as a CERTIFICATE HOLDER on the policy. It should read:

City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444

AND

Howard Alan Events and American Craft Endeavors
270 Central Blvd., Ste. 107B
Jupiter, FL 33458

- **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, you may be expelled from future shows.
- **Bank Fees** – A \$36 bank fee will be charged on all returned checks. The check amount plus the \$36 fee is payable with a credit card, 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 with a certificate of flame-retardant materials. Staking into the pavement will NOT be permitted without written permission from the show director. Howard Alan Events/American Craft Endeavors 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 **The Tent Guys (561-374-1783)**. 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.**
 - If invited, your booth display at the event should match the booth display picture that was submitted with your application. There are no exceptions to this rule. If you have any display changes prior to the festival, you must resubmit your booth image for approval.
- The exhibitor's space shall be occupied by 7:45 a.m. 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 8:30 a.m. unless otherwise specified.
- **No Solicitation** - Exhibitors are present at our shows for the purpose of representing their work. For that reason, no exhibitor, or their representatives, will engage in any type of solicitation of any products, supplies, shows, etc. during the course of the show, starting at the commencement of the event and ending at the end of breakdown of the said event. The exhibitors' role is to sell their work and not engage in any other non-related business activities during the course of the event. Failure to comply could cause possible expulsion from the show.
- **Set-Up and Breakdown** times will be strictly enforced. Please see show confirmation for details.
- **Management reserves the right to make final interpretations of all rules and regulations. Please read the general release on front of application before signing!**



Credit Card Authorization Form

CREDIT CARD PAYMENTS - PLEASE PRINT CLEARLY



Artist Name: _____

Name on Credit Card: _____

Billing Address: Street: _____

City: _____ State: _____ Zip: _____

Credit Card #: _____

CCV# _____

Expiration Date ____ / ____

\$ Amount HAE/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:

Preferred Phone Number: _____ (circle one) cell home office/studio

How would you like customers to contact you: _____

Address: _____

License Plate # _____ Trailer Plate # _____ State: _____

Cell: _____ Email: _____

Company Name: _____ Website: _____

Do you use a quiet generator (i.e., Honda 2000) at the shows? (circle one) yes OR no

Signature: _____

By signing this form, I agree that I understand the sixty (60) day cancellation policy Howard Alan Events instates for ART shows; I agree that I understand the thirty (30) day cancellation policy American Craft Endeavors instates for CRAFT shows. 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 an ART show 60 days prior to the event, we will issue a company credit. If exhibitor cancels a CRAFT 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.**

**Howard Alan Events/American Craft Endeavors
270 Central Blvd., Suite 107B, Jupiter, FL 33458
Phone: (561) 746-6615 Fax: (561) 746-6528
Info@ArtFestival.com**

updated 2/7/22