

# 2010 JORDAN FALL FESTIVAL ARTS & CRAFTS SHOW APPLICATION

SEPTEMBER 17, 18, 19, 2010.

This is a juried show. No buy/sell, manufactured or imported work will be accepted. This means that all products go through a juried selection process by a panel. "Arts & Crafts" means "one of a kind", limited editions and definitely unique items.

Submission of this application with payment is not a guarantee of acceptance into the 2010 show.

## EXHIBITOR INFORMATION

NAME: \_\_\_\_\_ Day Phone: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TAX ID#: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

VEHICLE ON-SITE: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License plate # \_\_\_\_\_

MOTOR HOME/CAMPER: \_\_\_\_\_

All exhibitor vehicles must be parked in the designated area during all festival hours.

## PRODUCT INFORMATION

DESCRIPTION OF YOUR WORK. PLEASE BE VERY DESCRIPTIVE—HAND PAINTED WHAT? WHAT TYPE OF WOOD PRODUCTS ETC. IF YOU END UP IN THE SHOW DO NOT BRING PRODUCTS THAT YOU HAVE NOT LISTED HERE OR PROVIDED THE JURY WITH PHOTOS OF. USE BACK SIDE IF NEEDED;

\_\_\_\_\_  
\_\_\_\_\_

*I understand and agree that neither the Jordan Fall Festival, the Village of Jordan, the Town of Elbridge, the Jordan-Elbridge School District, their employees or volunteers will be held liable in any way, whatsoever, for any loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, no matter how same may be caused. I understand the guidelines and show requirements detailed in this application and by signing below agree to comply with them.*

*If I am found not complying with all show guidelines and requirements I understand I will not be allowed in future shows.*

### APPLICATION SUMMARY

# Of Booths \_\_\_\_\_ x \$100./Booth = \$ \_\_\_\_\_

*Remit completed, signed application, payment in full, minimum (3) photos of your product & (2) photos of your display area, reliable e-mail address or one self-addressed, stamped envelopes.*

### MAIL PACKAGE TO:

Sue Radcliff

Jordan Fall Festival Arts & Crafts  
Post Office Box 22, Elbridge, NY 130060  
315.689.6229

Incomplete applications will be returned.

Make check/money order payable to: Jordan Fall Festival Arts & Crafts Tent.

### **FOR OFFICE USE ONLY**

RECEIPT DATE: \_\_\_\_\_

PAYMENT AMOUNT: \$ \_\_\_\_\_

PAYMENT METHOD: \_\_\_\_\_ # \_\_\_\_\_

SPACE # \_\_\_\_\_

# 2010 JORDAN FALL FESTIVAL ARTS & CRAFTS SHOW

SEPTEMBER 17, 18, 19, 2010.

*Please review these guidelines and requirements carefully and retain this portion for your records.*

## **EVENT DETAILS:**

- Dates and Times: September 17 from 5:00 p.m. to 10:00 p.m. (Set-up begins at 10:00 a.m.)  
September 18 from 10:00 a.m. to 10:00 p.m.  
September 19 from 10:00 a.m. to 5:00 p.m.
- Exhibit Area: The 60' X 180' arts & crafts tent provides exhibit areas measuring approximately 10' x 10' each. Exhibit areas will be assigned in advance. Limited space is available. Applications will be juried on a first-come, first-served basis. The Committee reserves the sole right to assign exhibit areas. **Exhibitors are required to report to the Committee at the north end of tent prior to setup.** You will receive an exhibitor packet which will include your parking pass, directions for entry and other pertinent information. Please read it!
- Exhibitor Fee: \$100.00 per each 10' x 10' exhibit area. All exhibit areas include electricity. *Payment in full must accompany application. If rejected payment will be returned to you.*
- Application Deadline: Postmarked on or before April 02, 2010.  
Applications will be juried on a first-come, first-served basis. Juried by May 15th.
- Cancellation Refund: Cancellations requested prior to August 19, 2010 will be subject to a \$25.00 cancellation fee. Exhibitor fees in full will be forfeited for cancellations after this date regardless of reason.

## **APPLICATION REQUIREMENTS:**

1. Applications MUST be complete. Payment must be in full.
2. Applications MUST include a minimum of three (3) photographs of your product and two (2) photos of your product displayed. Please label each photo with your name. Photos **will not** be returned and are considered a permanent record for the Committee. Incomplete applications, no photos and/or no payment will be rejected.
3. All arts and crafts must be the original design of, and handcrafted by the exhibitor. The Jury Committee reserve the right to reject any applicant prior to or during the show due to product and/or service misrepresentation. Exhibitors who display items not approved by the Jury Committee, items not included in the exhibitor's application, and/or not consistent with the show's philosophy will be notified to remove the items from sale up to and including dismissal from the show with forfeiture of any and all fees paid. All items on display for sale must represent the hand crafted work submitted on the application form and in the accompanying photographs, and be neatly arranged.
4. It is our preference to communicate via electronic mail. Exhibitors should include a reliable e-mail address on their application. Confirmation regarding acceptance or rejection, and other pertinent information will be sent via e-mail. If you do not have access to e-mail this information will be mailed to you via the USPS and may be delayed.

## **ADDITIONAL REQUIREMENTS:**

- ◆ The number of exhibitors per category may be limited to allow for a more diverse show.
- ◆ Obstructions such as tent poles or electrical boxes may be in your area, please plan accordingly.
- ◆ Heaters and halogen lamps are prohibited.
- ◆ You will need to bring your own 50 ft. extension cord with a 3-pronged plug.
- ◆ All exhibitors are responsible for collecting and reporting NY State Sale Tax and for displaying their valid Certificate of Authority.
- ◆ Insurance, if desired, must be obtained by vendors at your own expense.
- ◆ You are responsible for removing your own trash. Please do not leave your trash or anything else in your booth after the festival. This could keep you out of the show next year.
- ◆ Exhibit area is rented in 10' x 10' sections. Exhibitors are to stay within these boundaries. No area outside the tent is exhibit area and MUST be kept clear for fire safety.
- ◆ No hawking, peddling or other selling or advertising is allowed outside of exhibitors assigned area. Exhibitors may not use any sound amplification equipment of any type.
- ◆ Exhibitors are encouraged to prominently display an *Artist Information Statement*.

Please note, there is a designated parking area for exhibitors. Exhibitor vehicles found outside this area may be towed at the discretion of the Committee and at the expense of the Exhibitor. Exhibitors with campers or motor homes must make arrangements to park their vehicles with the Committee prior to the Festival.

Please do not ask for special favors. ***Set-up time begins Friday September 17th.*** Please do not bring your vehicles to the Festival area prior to Friday morning.

We look forward to working with you in making this a successful show and a positive experience for all. Please feel free to contact me.

*Jordan Fall Festival, Sue Radcliff*

telephone: 315.689.6229 e-mail: [suziesfrostyfriends@yahoo.com](mailto:suziesfrostyfriends@yahoo.com)

Festival website: [www.JordanNY.com](http://www.JordanNY.com)

NOTE: Guidelines & requirements subject to change.