



P.O. Box 5009 Bella Vista, AR 72714
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Show Dates: OCTOBER 14, 15 & 16, 2010

We welcome artists and artisans!

FESTIVAL POLICIES FOR EXHIBITORS

1. **Original Work Only.** All work must be hand created. No re-sale, market, or commercial items are allowed. Work will be juried twice: by jury committee upon application and on site. If any items are not original work, do not match the quality and/or description of the previously juried items, or any additional items not listed on the original application are displayed, Festival personnel will request removal of those products and/or exhibitors may be asked to leave the Festival. This will be at the discretion of Festival executives.
2. **New Exhibitor Applications** must be filled out completely, signed, and be accompanied by: 1) three photographs of work which should be close-ups of individual products; 2) one photo of display; 3) a separate short artist's statement; 4) a SASE if you would like your pictures returned; 5) a check for the booth fee. **Shared Spaces:** Exhibitors may share space. Each person must be listed on the application and separate photos must be submitted, for each person's work.
3. **Current Exhibitors:** To reserve your space for next Festival, your application form and fee should be submitted to the Festival office by Noon on last day of the current Festival. See Application Form in your Registration Packet.
4. **APPLICATION DEADLINE:**
 - **JANUARY 31, 2009 for previous exhibitors to reserve same space.**
 - **JULY 31, 2009, or when all booths are full for new exhibitors.** Early submission by new exhibitors will be juried and acknowledged by email but will not be assigned booth space until after January 31 deadline for past exhibitors. Notification regarding status of acceptance will be sent as soon as possible after jurying.
5. **Cancellation:** Cancellations made by August 31 will receive a refund less \$25 cancellation fee. No refunds after September 1.
6. **New products:** For past and new exhibitors, if you add new products, the products must be approved by the Festival office before October 1, 2010. No new products will be accepted at the Festival. You will be asked to remove any products that have not been juried.
7. **Spaces:** Entire display, including stakes, ropes, supports, etc, must be within your marked space. Exhibitors may not operate out of trailers or vehicles parked in exhibit spaces unless specifically accepted by the Festival Director prior to October 1. FIRE LANES WILL BE STRICTLY ENFORCED. You must provide all display materials required. Since we cannot control the weather, you are advised to bring necessary protection. No refunds will be made in case of inclement weather.
8. **Double Spaces:** Requests for two spaces will be considered on a case by case basis, subject to jury committee recommendation, sales record, and availability.
9. **Electricity:**
 - A. **Tent Exhibitors:** Electrical outlets for each space will accommodate the equivalent of five (5) to six (6) 27W fluorescent light bulbs (standard base), each of which produces 100W of light, or four (4) 60 W light bulbs. NO ELECTRIC APPLIANCES ARE ALLOWED.
 - B. **Outdoor Exhibitors:** Electricity is only available in Area 200 and Area 700 – see application form for fees.
10. **Commission:** Every exhibitor agrees to pay 10% commission on all sales **and orders** taken during the Festival. Exhibitor is required to deliver the 10% fee to their Festival Ambassador each day before leaving the site. Future participation as an exhibitor is dependent upon meeting this requirement.
11. **Check In:** Exhibitors may check-in on Tuesday or Wednesday between the hours of 9 a.m. and 6 p.m. Please get your Registration Packet before you set up. After check-in, you may stay as long as necessary to set up your booth.

12. **Vehicles:** All vehicles must be out of the exhibit area by 7:15 AM each day of Festival. No vehicles in Festival site except Emergency vehicles or staff vehicles during the days of the Festival.
13. **LATE ARRIVAL:** Exhibitors not registered by 6:00 pm on Wednesday of the Festival may lose their spaces to exhibitors on our waiting list. If you will be late, call us before 6 p.m. on Wednesday to save your space. But your vehicle must be off the site by 7:15am. Contact the Festival at the number listed at the top of this sheet.
14. **Festival hours** are 8:00 AM to 5:00 PM each day. All exhibits must remain intact until 5:00 pm on Saturday. Please do not bring vehicles into the exhibit area until you are packed and ready to load. Security will be provided Saturday night for those who want to pack up on Sunday, but please pack your goods before you leave on Saturday and arrive before noon on Sunday as security will no longer be on site after noon on Sunday.
15. **Night security** will be provided on Tuesday, Wednesday, Thursday, Friday, and Saturday evenings. The Festival nor the VILLAGE ART CLUB, INC. shall not be responsible for any lost or stolen articles. (See Liability statement at the end of this document).
16. **Sales Tax:** State of Arkansas and Benton County require exhibitors to collect and pay sales tax of 7%. If you have an AR sales tax permit, you will not be required to submit sales tax form and payment. If exhibitor does not hold an AR sales tax permit, exhibitor agrees to submit tax form and payment to Festival office before leaving the site on the final day of the sale. Further information will be available upon check-in.
17. **Pets** are not allowed on the Festival Site, except for service animals. If exhibitors have dogs – they must be contained within kennels AT ALL TIMES. NO EXCEPTIONS.
18. **No soliciting** is allowed. **Controversial literature and merchandise do not have a place at the Festival.** This includes all political advertisements/ brochures, etc.
19. **Children:** Exhibitors who travel with their children must keep their children with them at all times.
20. **Drug use paraphernalia or alcohol or related products are not allowed on Festival grounds. Exhibitors will immediately be asked to leave the Festival if found to be used.**
21. **Sound:** Music played in an exhibitor's booth should not be audible in surrounding booths or aisles.
22. **Sales:** Signs indicating mark down or sale merchandise may not exceed 4"x6".
23. **Equipment used in demonstrations** or in booths must be approved by the show management prior to the show and must not disturb surrounding exhibitors. Please contact our office if you intend to use any such device or equipment. Please see Item #8 above for electrical allowances.
24. **CONTRACT:** The signed application and its acceptance constitute a contract to use an assigned space. The Festival Committee has the right to reassign or change any space. Spaces are not transferable by Exhibitors. We reserve the right to deny space or to remove an exhibitor without a refund for any violation of these Policies.

Liability: In consideration of the acceptance of the right to participate, exhibitors by signature on the application, release and discharge Bella Festival Arts and Crafts Festival and the Village Art Club, Inc., Bella Vista POA, the land owner, the City of Bella Vista, Benton County and their officers, directors, employees, agents, representatives, and anyone else connected with management or presentation of the Bella Vista Arts and Crafts Festival of and from any and all known and unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by an exhibitor or any person affiliated with the exhibitor and their booth.