



P.O. Box 5009 Bella Vista, AR 72714

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**Show Dates: OCTOBER 18,19,20, 2012
8:00AM to 5:00PM**

FESTIVAL POLICIES FOR EXHIBITORS

The Bella Vista Arts & Crafts Festival has over 40 years of excellence. Our customers expect our exhibitors to provide quality and unique items – and all artisan-created. Therefore, we hold to the highest standards of jurying and managing our Festival. We hope that you will help us in providing to the public exactly what they have come to expect of our Festival!

We reserve the right to deny space or to remove an exhibitor without a refund for any violation of these Policies.

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. No fees will be returned.
2. **New Exhibitor Applications** should 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; and 5) a check for the booth fee. **Shared Spaces:** Exhibitors may share space as long as each exhibitor completes a separate application with separate photos. Only one booth fee is required.
3. **Current Exhibitors:** To reserve your space for the 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, 2012 for previous exhibitors to reserve same space.**
 - **JULY 31, 2012, 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. **Space assignments will be mailed to each exhibitor by September 1.**
5. **Cancellation:** Cancellations made by August 31 will receive a refund less \$25 cancellation fee. No refunds after September 1.
6. **New products:** If you wish to add new products, the products must be approved by the Festival office before October 1. 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 by our staff and by fire department representatives on the grounds. You are responsible for all your own display materials. We ask that you try to make your booth as attractive and professional looking as possible. Your booth appearance reflects on all exhibitors.

Since we cannot control the weather, you are advised to bring necessary protection. No refunds will be made in case of inclement weather. All exhibitors agree to attend a meeting at 7:15am on Thursday.
8. **Special Spaces and/or Double Spaces:** Requests for spaces will be considered on an individual basis, subject to jury committee recommendation, sales record, and availability.
9. **Electricity:** If your booth includes electricity, outlets 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.

10. **Commission:** Every exhibitor agrees to pay 10% commission on all sales **and orders** taken during the Festival. Exhibitor is required to complete a sales report to the Festival office daily before leaving the Festival grounds. Commission must be paid with the Saturday Sales Report before 5pm on Saturday. 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 check in at the Registration Tent to get your Registration Packet **before** you set up. After check-in, you may stay as long as necessary to set up your booth. 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 on Thurs. Contact the Festival at the number listed at the top of this sheet.
12. **Vehicles:** All vehicles must be out of the exhibit area by 7:15 AM each day of Festival. No exceptions will be made. No vehicles in Festival site except Emergency vehicles or staff vehicles during the days of the Festival.
13. **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.
14. **Night security** will be provided on Tuesday, Wednesday, Thursday, Friday, and Saturday evenings. Neither the Festival nor the VILLAGE ART CLUB, INC. assumes any responsibility for any lost or stolen articles. (See Liability statement at the end of this document).
15. **Sales Tax:** State of Arkansas(6%), Benton County(1%), and the City of Bella Vista (1%), require exhibitors to collect and pay sales tax of 8%. If you have an AR sales tax permit, you are not required to submit sales tax form and payment. If you do not hold an AR sales tax permit, you agree by becoming an exhibitor, to submit an AR tax form and payment to Festival office before leaving the site on the final day of the sale. This is not a choice – the State requires us to collect payment. Further information and forms will be in your registration packet.
16. **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.
17. **No soliciting** is allowed. **Controversial literature and merchandise do not have a place at the Festival.** This includes all political, religious, etc. advertisements/ brochures, unless pre-approved by the Festival staff.
18. **Children:** Exhibitors who travel with their children must keep their children with them at all times.
19. **Drug use paraphernalia or alcohol or related products are not allowed on Festival grounds. Exhibitors with any of these will immediately be asked to leave the Festival.**
20. **Sound:** Music played in an exhibitor's booth should not be audible in surrounding booths or aisles.
21. **Sales:** Signs indicating mark down or sale merchandise may not exceed 4"x6".
22. **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 read the electrical requirements in #9, above.
23. **CONTRACT:** The signed application and its acceptance constitute a contract between the Festival (The Village Art Club, Inc.) and the exhibitor to use an assigned space. The Festival Committee has the right to reassign or change any space. **Spaces are not transferable by Exhibitors.** If you are unable to attend the Festival, please alert the Festival office immediately – if you have another exhibitor that is interested in your space, we will certainly review them for inclusion.

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.