

# 2017 Jordan Fall Festival

## Arts & Crafts Show Application

<http://www.jordanfallfestival.com>

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 each year. "Arts & Crafts" means "one of a kind", limited editions and definitely unique items.

Submission of your application and jury fee is not a guarantee of acceptance into the 2017 Arts & Crafts show.

### EVENT DETAILS:

Dates and Times:       September 15, 2017 from 5:00 pm – 9:00 pm (set up begins at 11 am)  
September 16, 2017 from 10:00 am – 9:00 pm  
September 17, 2017 from 11:00 am – 5:00 pm

**EVENT DEADLINE:**       Applications must be postmarked by May 1, 2017. Late applications may be accepted at the discretion of the jury where space is available and will be subject to a \$25.00 late fee.

**JURY & BOOTH FEES:** The rental fee for 10 X 10 space is \$125.00. Checks payable to "Jordan Fall Festival Arts & Crafts". No refunds will be issued after August 1, 2017. A check returned for insufficient funds will be subject to fees and penalties the committee may incur.

**JURY DECISION:**       **Notification of the jury decision will be made by May 15, 2017.** Upon notification that you are accepted into the event, you will be notified by June 1, 2017. Failure to meet deadlines may result in the loss of your space. Jury decision are final.

### APPLICATION REQUIREMENTS:

- Applications must be complete.
- Applications must include a minimum of three photographs of your product and two photographs of your product being displayed. Please label each photograph with your name. Photos will be returned at registration or by mail if not accepted. Just because you have participated in previous festival events does not mean that you do not need to provide photographs. Application without photographs will be returned unaccepted.

### MAIL BY MAY 1, 2017:

- Completed application form with three images representative of your work plus two images of your product being displayed.
- \$125.00 (single space); \$250.00 (double space) for booth fee make checks payable to "Jordan all Festival arts & Crafts"

### BOOTH ASSIGNMENTS:

Booth are designated upon receipt of the booth fee. Use is restricted solely to the Exhibitor to whom the space is assigned. Only work accepted by the jury is to be displayed or sold. The Arts & Craft portion of the festival takes place under a tent supplied by the festival committee, however you are welcome to bring your own tent to set up within the festival's tent.

Exhibitors must provide their own display equipment. Electricity is available but you must bring your own extension cords sufficient enough to run the length of the tent.

# EXHIBITOR INFORMATION

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tax ID No: \_\_\_\_\_

Website: \_\_\_\_\_

Vehicle On-Site: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate# \_\_\_\_\_

Will you be using a motor home/camper: \_\_\_\_\_

If so, must be approved by Committee

# of spaces requested: \_\_\_\_\_ If returning crafter current space # \_\_\_\_\_

# PRODUCT INFORMATION

Please provide a description of your work. Please be very descriptive. You will be limited to selling the products you describe in your application. Please be specific.

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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 loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, or 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 in compliance with all show guidelines and requirements I will not be allowed in future shows.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail your application, photographs and checks in the amount \$125.00 (single space), \$250.00 (double space) no later than May 1, 2017 to:

Jordan Fall Festival Arts & Craft  
c/o Cindy Milton  
41 Clinton Street  
Jordan, NY 13080

Incomplete applications will be returned

Make check/money order payable to: Jordan Fall Festival Art & Crafts

## **ADDITIONAL INFORMATION:**

- The number of exhibitors per category may be limited to allow for more diverse show. Categories will be juried on a first-come, first-serve basis.
- Obstructions such as tent poles or electricity boxes may be in the area. Please plan accordingly.
- Heaters and halogen lamps are not allowed.
- You will need to bring your own extension cords (between 50' and 100' is recommended) with 3-prong plugs.
- All exhibitors are responsible for collecting and reporting NYS Sales Tax and for displaying a valid Certificate of Authority.
- Insurance, if desired, must be obtained by vendors at their 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. Failure to comply with this requirement may prohibit you from entry into future events.
- Exhibitors are to stay within their 10 X 10 designated area. No area outside the tent is an exhibit area and MUST be kept clear for fire safety.
- No hawking, peddling or other selling or advertising is allowed outside of the exhibitor's assigned area.
- Exhibitors may not use any sound amplification equipment of any type.

## **PARKING:**

There is a designated parking area for exhibitors and you will be provided with a "crafter's parking" tag upon registration. Exhibitor's vehicles found outside of the designated area may be towed at the discretion of the Committee and at the expense of the Exhibitors. Exhibitors with campers or motor homes must make arrangement to park their vehicles with Committee prior to the festival.

We look forward to working in making this a successful show and a positive experience for all. Please feel free to contact me with any questions Monday – Friday 6:00 pm – 9:00 pm.

## **TEMPORARY FOOD PERMIT:**

If you sell any type of food product in your booth it's your responsibility to confirm if you need to have a temporary food permit. You would not fall under the Jordan Fall Festival permit. You can find information and can apply for a Temporary Food Permit from OCHD :

<http://www.ongov.net/health/documents/TemporaryFoodPermit.pdf>

## **MAIL COMPLETED APPLICATION TO**

Jordan Fall Festival  
Arts & Craft Show  
c/o Cindy Milton  
41 Clinton St.  
Jordan, NY 13080  
Email: [cindu01@yahoo.com](mailto:cindu01@yahoo.com)  
315-415-7203