



## CROZET ARTS & CRAFTS FESTIVAL

### FESTIVAL POLICIES, GUIDELINES, AND INFORMATION

**Failure to honor the Festival Policies and Guidelines can result in your immediate dismissal from the show(s).**

- 1. ALL WORK MUST BE MADE BY YOU:** Resale items, manufactured items, purchased green ware or bisque, or kits will not be accepted. Photomechanical reproductions of an artists original work may be present in a small quantity in a spin tower or portfolio bin or hung on one side of one wall, whichever is lesser. The individual prints must be clearly labeled as reproductions. This will be strictly enforced.
- 2. EXHIBITOR PRESENCE:** The artist must be in attendance both days of the show RAIN or SHINE. The Festival opens promptly at 10:00 a.m. and closes at 6:00 p.m. Saturday and 5:00p.m. Sunday. You are expected to be in your booth by 9:00 a.m. If you have not arrived by 9:00 a.m., and have not contacted Festival Staff, we reserve the right to reassign your space to a vendor who is present. You are not permitted to pack up and leave early. No Exceptions. Vehicles are not to be moved until 5:15.
- 3. REFUNDS & CANCELLATIONS:** Space fee checks will be returned if the applicant is not accepted. Cancellations must be received in writing and will be refunded as follows:
  - Exhibitor letters of acceptance will be mailed Feb 15
  - Space fee checks will be deposited Feb 15
  - 1<sup>st</sup> Cancellation deadline – Mar 7 (Fall Jul 15) and prior – Full refund
  - 2<sup>nd</sup> Cancellation deadline – Mar 8 – April 1 (Jul 16 – Aug 15) – 50% refund
  - No refunds after April 1 (Fall Aug 16)
- 4. SALES TAX:** The collection and reporting of Virginia Sales Tax will be the responsibility of the exhibitor. Tax reporting forms will be included in your arrival packet.
- 5. BOOTH SPACES:** 10 x 10. Spaces under the pole barn may differ slightly due actual size of concrete slab. All spaces are under shelter so canopies are not permitted. Inside building space is extremely limited and assignment based on longevity, media variety in the building etc. Pole buildings are picnic shelters with roofs and concrete floors. All remaining spaces are housed under tents. Festival staff will determine if tent side walls are needed based on local weather reports. If needed, the side walls will be provided under the tent area only. We strongly suggest your bring tent side panels in the event tent side walls are not ordered and an unexpected rain should pass thru. If you are assigned to a pole building you are encouraged to cover the back of your booth with a tarp at night. Space assignments will be mailed April 1 and September 1. Every effort will be made to satisfy your choice of space; however, the committee reserves the right to place the exhibitor.

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6. **ELECTRICITY:** Is available at all spaces, however, you must **limit your usage to 300 watts** per space.
7. **SIGN-IN HOURS:** will be from 12:00 p.m. to 7:00 p.m. on Friday or 7:00 a.m. to 9:00 a.m. on Saturday. **NO ONE MAY BEGIN SET UP PRIOR TO NOON ON FRIDAY. PLEASE CHECK IN AT THE OFFICE UPON YOUR ARRIVAL.** You will be given a registration packet. In this packet will be your name tags, booth space cards (to be displayed in a prominent place at your booth), and parking registration cards. If you agree to donate a door prize, a tax letter of receipt and a door prize card to be displayed at your booth will be given to you upon receipt of your donated item.
8. **PARKING & UNLOADING:** Is relatively easy. You may drive up to your space or building to unload provided the grounds are dry, but **NO VEHICLES OR TRAILERS WILL BE PARKED BEHIND THE SPACES** during festival hours. Parking areas for exhibitors are accessible for restocking
9. **NO VEHICLES ARE TO BE MOVED UNTIL:** Vehicles are not to be moved until 15 minutes after the close of the show. If you drive on the fair grounds earlier, you will be dismissed from the show.
10. **SECURITY & RISK:** Security personnel will be provided Friday and Saturday nights and will patrol the grounds, however, the exhibitor assumes the risk of loss or damage. We recommend that exhibitors in the pole buildings and tents remove items from high shelves, move weather-sensitive items to the middle of the spaces, and cover merchandise at night.
11. **MOTELS & CAMPING:** A list of hotels with special festival negotiated group rates and other area motels, campgrounds, and directions to the park will be mailed upon acceptance. Claudius Crozet Park is located twelve miles west of Charlottesville at the foot of the Blue Ridge Mountains.
12. **NO PETS:** Pets are not allowed on the park grounds with patrons or exhibitors.