

## **Weber Family Pumpkin Festival - Application Guidelines for Craft Exhibitors**

Thank you for your interest in participating at this event. This event is always looking to add talented artists and crafters interested in promoting and selling their own merchandise. The arts and crafts area remains an important component of this event and bringing in fresh ideas and new handmade products of the highest quality is the goal each year. This document is intended to provide some general information about the event while providing more details regarding the process of obtaining a booth space within the exhibitor area.

### **Festival Dates and Times**

October 19, 2019 from 9 a.m. to 6 p.m.

October 20, 2019 from 9 a.m. to 5 p.m.

### **Booth Allocation**

- Applications can be submitted via the online form or by printing and mailing the downloadable document.
- There is no deadline to apply, nor is there an application fee. Applications will remain on file and under consideration for three years from the date of submission
- This is a juried and invitational event meaning that there is a committee responsible for adding exhibitors and that booth spaces are not reserved on a first come, first serve basis.
- This committee reviews and evaluates each applicant based upon the quality and uniqueness of the handmade crafts that wish to be sold.
- People often have different interpretations of the term "handcrafted" and opinions regarding the quality of certain crafts are certainly subjective, but the committee will have sole discretion in these matters. The general understanding is that for any item to qualify, you must have either personally made this item or taken an item and embellished it in a manner so that the value of the item in question has been substantially increased by your actions. No commercially manufactured items or direct sales representatives will be considered.
- Applicants will be categorized into their respective crafting medium and booth spaces will be offered based upon openings that become available within those mediums. The number of booth spaces allocated to each medium is based on a variety of factors and it's important to note that some mediums will have many more applicants than others. The committee's ultimate goal is to provide festival patrons with a balanced and diverse offering of quality handmade crafts.
- Detailed descriptions of your craft(s) are strongly recommended and photographs must be submitted for your application to be considered. The more information that can be provided to the committee in your initial application, the better.
- It's advantageous to apply as early as possible when more booths may be available, but this process is ongoing and applicants are reviewed throughout the entire year and invitations may be extended at any time if the need arises. Keep in mind that circumstances can change abruptly and opportunities may become available on short notice.
- Invitations to return are in no way guaranteed.

### **Booth Options**

- Exhibitor booth spaces are either located inside a large exhibitor tent or a typical outdoor booth in which you provide your own tent.
- Exhibitor tents are 40' wide and 160' long with exhibitor booths lined up along the sides and a 20' walkway down the center with exits on each end. The booth spaces in these tents will have a depth of 10'. These tents do have lighting, sidewalls, and all exhibitors occupying these booth spaces do have the option to purchase electricity.
- The other option is to purchase an outdoor booth space in which you provide your own tent. Electricity is only available to a limited number of these booth spaces. All booth spaces not located in the large exhibitor tents will have a depth of 15'. The length of any booth, whether outdoor or inside an exhibitor tent, is determined by the exhibitor from a variety of preset choices. Your booth location will be determined by the craft committee to provide a balanced mix of merchandise throughout the exhibitor area.

### **Additional Event Details and Regulations**

- Set up will occur on Friday, October 18<sup>th</sup> from 8 a.m. to 8 p.m.
- Event will occur rain or shine, but severe weather conditions will result in mandatory evacuation
- All exhibitors must be open for business for the entirety of the event
- Leniency may be granted to first time exhibitors but an adequate supply of inventory is expected
- Collecting and subsequent reporting of sales tax is the responsibility of the exhibitor
- Exhibitor must furnish everything they need to display their merchandise (i.e., tables, chairs, etc.)
- No subletting of booth spaces or multiple businesses within a designated booth space
- Every exhibitor must be under a tent regardless of weather conditions
- Generators are not permitted without prior approval
- Overnight security is provided by the event

An invitation will be sent to you via email if an opportunity becomes available for your business. A formal contract with more comprehensive information will be sent to you upon your acceptance of that invitation. If no opportunities are available for your business, applications will be retained for future consideration. If you have questions regarding the process, please email [committee@webersfarmmarket.com](mailto:committee@webersfarmmarket.com)

Thank you for your interest in this event.