



The City of Greenbelt, Department of Recreation

2010 Festival of Lights Art and Craft Fair

Professional Exhibitor Application

*Now in it's 39th year in
historic downtown Greenbelt*

Greenbelt Community Center • 15 Crescent Road, Greenbelt, MD 20770 • contact Barbara Davis • 240-542-2062 • bdavis@greenbeltmd.gov

| | | | |
|-------------------------|------------------------------------|---------------------------|--|
| SHOW DATES: | December 4 and 5 | NOTIFICATION DATE: | October 8 |
| APPLICATION DUE: | OCTOBER 1 (received by 4pm) | PAYMENT DUE: | October 22 – following acceptance (no refunds) |

- Eligibility** This fair supports artists, artisans, and other community members in the sale of their own, original, hand-made creations. No kit crafts, imports, or commercially produced items will be permitted. Corporate logos and copyrighted imagery are prohibited, with the exception of recycled materials and the artist's or group's own graphics. Edible goods are not permitted. This show is juried. Acceptance is not guaranteed.
- DIY Room** **New option!** Check the box on your application if you would be interested in leading hands-on craft activities on a fee-per-project basis, either in addition to or instead of selling finished crafts.
- Schedule** Fri, Dec 3: set up 5-9pm; fair not yet open. Sat, Dec 4: set up: 8-9:30am. Fair open 10am-5pm. Sun, Dec 5: fair open 11am-4pm. Load out 4-6pm. Exhibitors must be present and stocked both days of the fair, all fair hours.
- Where** The professional exhibitors will occupy the gymnasium at the Greenbelt Community Center. The Center is easily accessible by these major routes: MD 193, MD 201, the Washington Beltway, and the Baltimore-Washington Parkway.
- Fees** 6' (depth) x 10' (front) space – no wall or electricity: \$65
6' (depth) x 10' (front) wall space with electricity (note: limited availability) \$75
Rentals: 6' tables - \$10, folding chairs - \$5 each (both very limited availability; MUST be reserved in advance).
No fee to apply. Payment due upon acceptance. Do not send payment with application. Booth fees are nonrefundable.
- Sales tax** Maryland requires all exhibitors to have a tax number and collect sales tax. If you do not have a State tax identification number, the State Comptroller's office will contact you to provide a temporary number.
- Security** Exhibit rooms will be locked at night. Additional security measures are limited to cameras in the halls, and building staff during public hours. The Recreation Department cannot be responsible for any articles lost, stolen, or damaged.
- To apply** Please complete the attached application and return it by October 1 to Barbara Dickey Davis at the Greenbelt Community Center. Please enclose clear photos or cd (no original artwork) of pieces which are representative of the items you plan to sell, plus a photo of your booth set up. A self-addressed stamped envelope is required if you wish to have your photos/cd returned. All items to be sold must be clearly described in the application.
- Process** Applications will be reviewed on a rolling basis throughout the year. Exhibitors will be informed of their acceptance status by the October 8 notification date. Professional exhibitors are selected through a jury review process based on: quality of craftsmanship; artistic merit; originality of design; price point; past compliance with show regulations; and the goal of a diverse array of exhibitors. In rare cases, an exhibitor may be granted early acceptance based on the exceptional quality and originality of their wares. Once notified of acceptance, exhibitors must provide full payment by October 22. If payment is not received when due, the exhibitor may lose his/her space at the fair. Decisions of the Recreation Department regarding acceptance to the show and booth space assignments are final and not subject to appeal.
- Cancellations** If you are accepted to the fair but cannot attend, please notify the Recreation Department. If you fail to provide notification or do not participate on both days during all fair hours you may be excluded from future fairs.
- Additional Policies** Exhibitors must supply their own fabric to drape and skirt all tables to the floor.
Exhibitors may not post signage in the building, except in their booth. Craft demonstrations are encouraged.
Exhibitors must supply their own wheeled carts for transport of all materials into and out of the building.



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(received by 4pm)

Professional Exhibitor Application

Mail to: Barbara Davis • Greenbelt Community Center • 15 Crescent Road, Greenbelt, MD 20770 • bdavis@greenbeltmd.gov • 240-542-2062

Name (individual, or group and contact person): _____

Address: _____

Telephone Number: (am) _____ (pm) _____ E-mail address: _____

Web site: _____

Description of all items to be sold: *Please be specific about materials and techniques.* _____

Price range of items: _____ *Note to exhibitors: vendors participating in previous fairs have been most successful selling low cost items (under \$20) at higher volume. Some items have sold at prices up to \$2,100.*

Your application must be accompanied by clear photographs or cd of pieces which are representative of the items you plan to sell, plus a photo of your booth. Please enclose a self-addressed, stamped envelope if you would like your materials returned to you. (If you are accepted into the fair, your images will be returned to you at the event.) The exhibitor selection process is competitive; you are welcome to enclose supplementary print materials which demonstrate the sophistication of your wares/display or which attest to your professional credentials. *Kindly do not bring in original work for consideration.*

PLEASE DO NOT ENCLOSE PAYMENT WITH YOUR APPLICATION. FEES ARE DUE UPON ACCEPTANCE TO THIS FAIR.

PROFESSIONAL EXHIBITOR BOOTH SPACES 6' DEEP X 10' WIDE (IN GYMNASIUM)

Booth Space - no wall or electric access: \$65 each. # of adjacent spaces requested _____ = \$ _____

Booth Space with wall and electric access: \$75 each. # of adjacent spaces requested _____ = \$ _____

Table or Chair Rental (LIMITED AVAILABILITY): 6' tables \$10 each tables requested _____ = \$ _____

folding chairs \$5 each # of chairs requested _____ = \$ _____

I have reviewed and agree to all exhibitor guidelines for this fair. I acknowledge that offering items not described in this application may result in forfeiture of my booth space without refund. I understand that the City of Greenbelt is not liable for theft or damage to any of my goods or personal belongings. I acknowledge that acceptance to this fair is not guaranteed, and that the decisions of the Recreation Department regarding acceptances and booth space assignments are not subject to appeal.

Exhibitor's signature _____ Date _____ MD tax identification number _____ Check here if in need of tax number

NEW! Check here if you are interested in conducting a hands-on craft with the public on a fee-per-project basis - either once, or in multiple workshop sessions throughout the weekend. This may be in addition to or instead of operating a booth at which you sell finished crafts. Staff will follow up with you to discuss your ideas, available workspace and fees.

For staff use only: ACTIVITY # 483202-2

Date notified of receipt: _____ Early Acceptance: _____ Deferral: _____ Standard Acceptance: _____ Waitlist: _____ Decline: _____