



2010 APPLICATION/CONTRACT

PO Box 8139, Essex, Vermont 05451

Sally Washburn 802-878-4786

Kathy Rose 802-879-6837

vtcrafts.com • Fax 802-879-1370

Exhibitor Name(s) _____ Business _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Cell (_____) _____ Fax (_____) _____

Email _____ Website _____

Product _____

★ **NEW "TWO-SHOW FINANCIAL INCENTIVE"** - Deduct \$100 off your booth fee for the 2010 Essex Fall Show when submitting an application to **both** 2010 shows and paying in full for **both** shows at time of application. Refer to payment policy.

★ **NEW ENHANCED SPRING CRAFT & FINE ART "WEEKEND"** - We are enhancing our Spring Craft & Fine Art Show "Weekend" by joining with the promoters of the Spring Vermont Antique Expo & Sale in hosting two major events on the same weekend at the Champlain Valley Exposition! Two separate shows, two separate Expo Centers, double the advertising, and customer admission valid for both shows.

14 TH ANNUAL ESSEX SPRING CRAFT & FINE ART SHOW • MAY 1 & 2, 2010				
	Location	Size	Corner: Yes/No	\$
1st Choice				
2nd Choice				
3rd Choice				
MAKE CHECK PAYABLE TO VERMONT CRAFT WORKERS			TOTAL ESSEX SPRING FEE ENCLOSED \$ _____	

30 TH ANNUAL ESSEX FALL CRAFT & FINE ART SHOW • OCTOBER 29, 30 & 31, 2010				
	Location	Size	Corner: Yes/No	\$
1st Choice				
2nd Choice				
3rd Choice				
MAKE CHECK PAYABLE TO VERMONT CRAFT WORKERS			TOTAL ESSEX FALL FEE \$ _____	
			<i>If applicable, deduct \$100 for "Two Show Financial Incentive"</i> \$ _____	
			TOTAL ESSEX FALL FEE ENCLOSED \$ _____	

2010 ESSEX CRAFT & FINE ART SHOWS • CHAMPLAIN VALLEY EXPOSITION • ESSEX JUNCTION, VERMONT

BOOTH LOCATION	SIZE (WIDTH X DEPTH)	SPRING		FALL	
		\$	\$ CORNER PREMIUM	\$	\$ CORNER PREMIUM
Building	10 x 10	\$350	\$425	\$525	\$625
"	12 x 10	\$420	\$495	\$625	\$725
"	15 x 10	\$525	\$600	\$775	\$875
"	20 x 10	\$700	\$775	\$1,025	\$1,125
Outside	10 x 10	\$250	\$300	\$300	\$375
"	15 x 10	\$325	\$375	\$400	\$475
"	20 x 10	\$400	\$450	\$500	\$575

SPACE LOCATIONS/SHOW AVAILABILITY: Expo South Spring & Fall Expo North Fall Only Outside Spring & Fall

General Release and Acceptance:

This is my application to the show(s) listed above. I have read the "Conditions of the Show" and agree to abide by and be subject to all conditions, rules and regulations. I understand that all fees are non-refundable. I will assume full responsibility for product, property and my conduct. I agree to release and hold harmless Vermont Craft Workers, Inc., Kathy Rose, Sally Washburn, the Champlain Valley Exposition, or anyone else including their agents, employees or officers from any and all liability for any damage, injury, loss or liability to any person, business, property or product.

Signature _____ Date _____

HOW TO APPLY – SUBMIT THE FOLLOWING

- This completed and signed Application/Contract
- Full payment – refer to Payment Policy
- Copy Vermont State Sales Tax Certificate Pending – submit prior to show
- Jury Material - (4-6 slides) or product photo, identified with your name
- Slide, photo or a line drawing of booth
- Detailed description of the process used to create your product, your involvement and that of others, list of juried shows participated in, etc.
- Self-addressed, stamped envelope for return of jury materials

Incomplete applications will be returned unprocessed.

PAYMENT POLICY

Full payment must accompany Application/Contract as outlined below. Make check(s) payable to Vermont Craft Workers, Inc.

NEW “TWO-SHOW FINANCIAL INCENTIVE” - Deduct \$100 off your booth fee for the 2010 Essex Fall Show when submitting an application to both 2010 shows and paying in full for both shows at time of application, as noted below.

To apply to two shows - Submit:

1. A current dated check for the full show fee for the Spring Show.

AND

2. An additional current dated check for \$100 deposit per number of standard booths (10x10) for the Fall Show.
3. A check post-dated to 8/1/2010 for the Fall Show balance minus the \$100 two-show financial incentive, if applicable.

To apply to one show - Submit:

1. Payment in full - current dated check.

CONDITIONS OF THE SHOW

Applicant agrees to abide by and be subject to the following conditions of acceptance for any Vermont Craft Workers, Inc. show(s):

- This Application/Contract is a firm commitment to the show(s) with agreement to accept any space assigned. Fees are non-refundable and non-transferable. Spaces not occupied one hour before show opening may be otherwise filled with no refund or allowance. Exhibitors are required to maintain their product/display, and remain open and staffed for the duration of the show. Late arrivals, early departures, or breaking down during show hours may result in non-acceptance to future shows. Corner space requests are not guaranteed and notification will be sent with specific space assignment information prior to each show.
- Exhibitor's booth, chairs, etc. must be within the confines of the space assigned and must not interfere with adjacent exhibits in any way. Exhibitors are responsible for keeping their area clean during show hours and for general cleanup of their area at the end of the show including removal of all trash from premises. Backdrops are required to block the view of walls, storage areas or other exhibitors' booths. Tables must be covered to the floor on all sides visible to the public with a suitable, professional looking cover. Nothing shall be nailed, stapled, taped or otherwise adhered to the walls, floors or any part of the facility. Exhibitors must be in accordance with all fire regulations including booth materials and lighting. Extension cords must be commercial-grade, heavy-duty, three-wire type. Exhibitors are responsible for the delivery, handling, assembly and removal of their own displays and materials. Parking and traffic will not be permitted in the show area and/or fire lanes starting one hour prior to daily show opening, during show hours, nor until all customers have been cleared from grounds at the conclusion of the show each day. All loading and unloading must be planned around these hours and vehicles are to be removed to exhibitor parking lots before the show opens. Vehicles remaining in the show area or fire lanes during these hours may be towed away at the owner's risk and expense.
- Exhibitor is responsible for obtaining, collecting and payment of all taxes and permits as required by local, state or federal authorities.
- Exhibitor will not hold Vermont Craft Workers, Inc., the Champlain Valley Exposition, their agents, employees or officers liable for failure to perform or fulfill its contractual obligations, provided such failure is caused, occasioned or impeded by conditions beyond its control or natural disasters. Nor will exhibitor hold Vermont Craft Workers, Inc. nor the Champlain Valley Exposition, their respective agents, employees or officers liable for any loss, damage or injury to product, property or person caused by products sold or exhibited by exhibitor directly or through warranty expressed or implied. Insurance for such loss, damage or injury will be solely at exhibitor's expense. Exhibitor is responsible for himself, dependent persons and his or her own goods and possessions at all times. In the event that the Champlain Valley Exposition is destroyed or becomes unavailable for occupancy for reasons beyond the control of Vermont Craft Workers, Inc., or if for any reason, Vermont Craft Workers, Inc. is unable to permit the exhibitor to occupy the facility or the space or if the show is cancelled or curtailed, Vermont Craft Workers, Inc. will not be responsible for any loss of business, profits, damage or expense of any nature the exhibitor may suffer. These reasons include, but are not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other natural disasters, acts of public enemies, etc.
- This Application/Contract constitutes the entire agreement between Vermont Craft Workers, Inc. and the exhibitor. Exhibitor will abide by all rules and regulations of Vermont Craft Workers, Inc. Should any portion of this Application/Contract, for any reason, be deemed invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provisions, and shall not affect the validity of the remaining portions. Vermont Craft Workers, Inc. reserves the right to add or amend rules and regulations at any time and to make final interpretation of all rules. Any decision of Vermont Craft Workers, Inc. shall be final. Vermont Craft Workers, Inc. reserves the right to remove, without refund or recourse, any product or exhibitor misrepresented by himself or his product. Exhibitors are to conduct themselves in a professional and courteous manner.

2010 Craft & Fine Art Show Application/Contract

★ NEW FOR 2010 ★

★ NEW ENHANCED SPRING SHOW WEEKEND ★

We are enhancing our Spring Craft & Fine Art Show "Weekend" by joining forces with the promoters of the Spring Vermont Antique Expo & Sale in hosting two major events on the same weekend at the Champlain Valley Exposition! Two separate shows, two separate Expo Centers, double the advertising - with one customer admission valid for both shows.

★ NEW "TWO-SHOW FINANCIAL INCENTIVE" ★

Deduct \$100 off your booth fee for the 2010 Essex Fall Show when submitting an application to **both** 2010 shows and paying in full for both shows at time of application. Refer to payment policy.

APPLICATION/CONTRACT PROCESS

Submit: 1. Completed and Signed Contract. 2. Full Payment as per payment policy below. 3. Copy of VT State Sales Tax Certificate. 4. Jury materials (4-6 product slides or photos). 5. Slide, photo or line drawing of booth. 6. Detailed description of: the process used to create your product, your involvement and that of others, a list of juried shows participated in, etc. 7. Self-addressed, stamped envelope for return of jury materials. Incomplete applications will be returned unprocessed.

PAYMENT POLICY - Make Checks Payable to Vermont Craft Workers

NEW "TWO-SHOW FINANCIAL INCENTIVE"

Deduct \$100 off your booth fee for the 2010 Essex Fall Show when submitting an application to **both** 2010 shows and paying in full for both shows at time of application.

To apply to **two** shows - Submit:

1. A current dated check for the full show fee for the Spring Show.

AND

2. An additional current dated check for \$100 deposit per number of standard booths (10x10) for the Fall Show.
3. A check post-dated to 8/1/2010 for the Fall Show balance due after deducting the \$100 two-show financial incentive.

To apply to **one** show - Submit:

1. Payment in full - current dated check.

Note: Payment received within thirty days of show date must be in the form of money order, cashier's check or cash. A \$35 service fee will be incurred for each check returned regardless of cause for its return. Returned checks may result in exclusion from the show. Applicants not accepted will be reimbursed the fee submitted minus a \$35 processing fee. Credit cards are not accepted.

CANCELLATION/NO REFUND POLICY

Show fees, rental and electrical fees are all non-refundable and non-transferable. All cancellations must be in writing. Spaces not occupied one hour before show opening may be otherwise filled with no refund or allowance.

ACCEPTANCE PROCESS/CRITERIA

All applicants are reviewed on an annual basis. The acceptance process is on-going, dependent upon space availability and/or category saturation. Acceptance or rejection is based solely on the jury's evaluation of the materials submitted, which should clearly and accurately reflect the quality and nature of your work. Consideration is given to originality, creativity, quality, sales potential to respective shows and overall product balance. Assembled work must show unique and creative design. Upon acceptance, the addition of any product requires prior approval. Vermont Craft Workers, Inc. retains the right to remove any product identified as inferior in quality or different in character from that approved by the jury. Samples (non-returnable) are required from new food or music applicants.

Shows include exhibitors from throughout the US and Canada who feature products that include, but are not limited to, the following categories: hand-crafted items, one-of-a-kind products, fine art, folk art, traditional/contemporary & country mediums, gourmet specialty foods, accessories, embellished products, specialty gifts, services, samplings, decorating needs, designed goods, transitional crafts, product demonstrations, media and business representation, plus a limited number of corporate sponsors and non-profit agencies.

CONDITIONS OF ACCEPTANCE

Review the conditions of acceptance as stated in the Application/Contract. An approved and accepted Application/Contract constitutes a legally binding agreement with Vermont Craft Workers, Inc.

BOOTH ASSIGNMENTS

In creating a positive selling environment, booth locations are assigned with consideration given to quality and uniqueness of product, booth presentation, space availability, category, receipt date of application, seniority and participation in both

shows. Although we cannot provide guarantees, every effort is made to accommodate specific booth location and size requests. All booth requests are subject to availability. Corner space requests are not guaranteed.

BOOTH SPECIFICATIONS

Exhibitors must furnish their display in its entirety - including tents for outdoor exhibitors. Displays should reflect and enhance the quality of your work. Tables must be covered to the floor on exposed sides and a full backdrop is required. Storage materials must be out of sight. Nothing shall be nailed, stapled, taped or otherwise adhered to the walls, floors, etc. Exhibitor is liable for any damage they cause to the facility. Booths must not interfere with adjacent exhibitors in any way and items (chairs, signs, etc.) may not project into aisles. Open flames are not allowed on the premises (i.e. lighted candles, incense, etc.) Booth materials must be flame retardant.

ADVERTISING AND PUBLICITY

A comprehensive, paid promotional campaign incorporates all media - internet, television, radio and print. In addition to advertising locally, regionally and nationally, we utilize cooperative publicity with state and regional tourist bureaus to reach as wide an audience as possible. Proven buyers are targeted via a massive direct mail campaign to over 30,000 customer discount admission postcards. Exhibitors are supplied discount admission postcards for customer mailings, distribution at other shows, etc.

ELECTRICAL SERVICES & RENTAL OPTIONS

Electrical service and rental options are provided by the Champlain Valley Exposition. Forms are available on our website and will be sent to confirmed exhibitors.

SECURITY

Will be provided from set-up to tear-down. Exhibitors must use best judgment at all times. All exhibitor displays and product will be the sole responsibility of the exhibitor and will indemnify and hold harmless Vermont Craft Workers, Inc., the Champlain Valley Exposition, their agents, employees or officers from any harm, damage, loss or theft of an exhibitor's work or display that may stem from their presence, from their acts, acts of violence or natural disaster at any show.

SALES TAX

Exhibitors are responsible for the collection, payment and reporting of all state required sales and use taxes.

Vermont State Sales Tax Dept - www.state.vt.us/tax - Email: vttaxdept@tax.state.vt.us - Ph: 802-828-2551

NOISE POLICY

With the exception of specified entertainment, sound (music, instrumentation, etc.) must be kept at or below conversational level, not be a nuisance to exhibitors or attendees, and must be contained within respective booths.

FUND RAISERS

A non-profit organization raises much needed funds by hosting a "Craft Raffle" featuring crafts donated by generous exhibitors. Tickets are sold to the public with all proceeds going directly to each respective non-profit organization. Those who have benefited to date include The Lions Club, Make-A-Wish Foundation, Northern New England ALS Chapter, David's House, Double "H" Hole in the Woods Ranch, and statewide Rescue Squads. In addition to supporting a worthy cause, the inclusion of items in the Craft Raffle provides exhibitors with added exposure at the show. Participation is not mandatory, nor does it have any influence on the jury or show committee. A Food Drive is also held in conjunction with each show to benefit local food shelves.

SHOW RULES

- Booths must remain intact until closing.
- All orders placed at the show must be filled in a timely manner.
- Trash - exhibitors must take all trash they are responsible for with them, leaving their space clean and free of debris - i.e. - boxes, packing materials, etc. Failure to leave a clean area will result in a clean up fee of \$50.
- Restrictions: no smoking including near entrances and exits, no pets and no flames (lit candles, etc.).
- Our goal is to create a successful and safe environment for both exhibitors and customers. Exhibitors must treat all others with respect and not solicit outside of their assigned booth space, interfere or interrupt in the sales/business of other exhibitors or harass other exhibitors, customers or the promoters and/or agents. Conduct requirements must be adhered to at all times - from show set up to tear-down. Any exhibitor not in adherence risks being immediately escorted from the show with no refund given and possible exclusion from future shows.



PO Box 8139, Essex, Vermont 05451



**2010 Essex
Craft & Fine
Art Shows**

**14th Annual Essex Spring
May 1 & 2**

**30th Annual Essex Fall
October 29, 30 & 31**

**Champlain Valley
Exposition
Essex Junction, Vermont**

802-878-4786
802-879-6837
vcrafts.com

2010 Essex Craft & Fine Art Shows

Featuring Artisans from Across the US & Canada

traditional • contemporary • country crafts • fine & folk art • gourmet specialties

- Extensive Advertising • Friendly, Professional Staff With
Twenty-Nine Plus Years Of Show Management Experience**
- Exhibitor Reception • Security • No Jury Application Or Commission Fees**
- Free Discount Admission Postcards Available To Exhibitors**
- Direct Mass Mailing To Over 30,000 Proven Buyers**
- Discounted Exhibitor Lodging**
- Fund Raisers To Benefit Local & National Non-Profits**
- Customer Paid Admission Valid For Re-Entry All Show Days**

