

## Autumn Arts and Crafts Festival

This is the third year for the Autumn Arts and Crafts Festival. We have had a very successful couple of years as reported by our vendors and our shoppers and anticipate that this will remain a strong show. We have taken over the date of a 30 year established show.

### Booth Spaces

Standard booth size is 6 1/2 x 10 feet, Bonus booth is 6 1/2 x 15 (limited number available), Double is 6 1/2 x 20. There will be an 8 foot walkway through the center of the concourse with booths on either side. (We cannot accommodate 10x10 setups) We do assign booth spaces as applications are received and approved (rolling acceptance). Chances of getting any special booth placement requests are increased by early application date as well as participation in our previous shows. Once again, first come, first serve along with the product being sold and the quality of the product tends to determine who gets in as well. A new vendor with a unique product may be accepted while a long-time vendor who applies late may get turned down if their "category" is full by that time – e.g. candles, soap, jewelry are categories that may fill up quickly.

### The Jury Process

This is a juried show. Selection is based on quality, creativity, and originality with an eye towards attaining a wide variety of crafts at this show. We accept only original work made by the artist on site (no imports, work from kits, or prefabricated wholesale items). We may allow commercial products, on a limited basis, where the criteria for acceptance is based upon the uniqueness of the product, and the sole discretion of the promoters.

If you are sharing a booth, each vendor's items must be juried. Please send at least 3 representative photos (no slides) of your work and a photo of your booth setup, if possible. Please expect that we will hold your pictures until the show and return them to you at the show.

Prior participation on our show does not guarantee acceptance into any present or future shows. We reserve the right to reject any application.

### Advertising

We have a web site and list the vendors who are attending our show on the web site, we are also on Facebook – search for Autumn Arts and Crafts Festival. On the web listing, we will list by Business Name and City and type of craft. We will use the vendor's name if there is not a business name available. If you have a web site or an e-mail address that you would like us to publish or link to, please let us know.

**Our general advertising begins in a general way two months before the show and goes into high gear 2 weeks before the show. It includes electronic billboards, highway signs, newspaper advertising, posters, various internet calendar listings, and Beasley Coliseum sends electronic notification to every student and employee on the WSU campus.**

### WSU Trademark Information

The WSU Trademark Officer regularly attends craft fairs in our area specifically to check on trademark infringement. Many of our crafters are licensed by WSU to use the Cougar logos. If someone comes with items already made up and without a proper license, our Trademark Officer takes their business card and contacts them later about the problem, but we would like to have everyone in compliance--it is only fair to those vendors who are carefully following the rules. Anyway, contact the WSU Trademark office by calling 509-335-2202 or checking this website <http://www.clc.com/>

### ◆ 2011 Autumn Arts and Crafts Festival

- ◆ Booth Fee, non-refundable after acceptance: Standard Booth=\$190; Booth and a half=\$285, Double booth=\$380.
- ◆ Application Deadline: Sept. 15; we will jury and accept applications as they are received – rolling acceptance. Special booth requests for window or wall or electricity or to be located near someone are considered on a first come-first serve basis--we cannot guarantee to accommodate all requests. If accepted, pictures returned at the show.
- ◆ Vendors must remain set up for the entire show.
- Vendors must provide their own tables, chairs, carts or hand trucks, and long extension cords if electricity is anticipated.
- ◆ No smoking or alcohol allowed in the building.
- We do not accept post-dated checks.
- We do not cash your check until acceptance. If your check clears your bank, you have been accepted, please check with us if you did not receive acceptance materials.

- ◆ Exhibitors are responsible for the collection and payment of Washington State Sales Tax. Temporary tax numbers are available from the Tax Information Center, Washington Dept. of Revenue, PO Box 47478, Olympia, WA 98504-7478, 800-647-7706. We are required to collect Washington UBI tax numbers.

Your application is at the bottom of this form. Fill it out, cut it off, and send it along with your Photos, Check, and **Stamped, Self-Addressed Envelope** to:

***DLG Enterprises  
Don Gallagher  
P.O. Box 194  
Albion, WA 99102***

Please keep the top of this form for your own records. Please be sure to include a *stamped, self-addressed return envelope*. We will use it to inform you of your show status and other information regarding set up times.



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This is what you need to do: fill out application, cut off application, and send with:

1. **\*\*\*Self-Addressed Stamped Legal Sized Envelope to receive acceptance information\*\*\***
2. **3 representative photos of art or craft**
3. **1 photo of booth display (if possible)**
4. **Enclose check for booth fee  Single \$190  1 1/2 space \$285  Double \$380**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone: Day (\_\_\_\_\_) \_\_\_\_\_ PM (\_\_\_\_\_) \_\_\_\_\_

Washington UBI Number: \_\_\_\_\_

E-Mail address \_\_\_\_\_ Is your booth setup  flexible or  rigid?

Website address \_\_\_\_\_

Are you on Facebook?: \_\_\_\_\_

Electricity Request  No  Yes (only if really needed) Have you showed with us before?  No  Yes

Any special booth request \_\_\_\_\_

**Please describe your work:**

\_\_\_\_\_  
\_\_\_\_\_

It is agreed that, if by any reason of fire, action of the elements, catastrophe, University action or similar cause, said premises cannot be made available by WSU for use by the Autumn Arts and Crafts Festival, neither WSU nor the promoters will be liable for any damages, expenses, or other loss to the vendor by reason on cancellation: except that we will refund the booth rental fee. In consideration of my entry in this event, I hereby for myself, my heirs, executors, and administrators waive, release, and forever discharge any and all rights to claims for damage which I may have or hereafter accrue to me against the promoters, their officers, agents, representatives, successors, for any or all loss or damages which may be sustained and suffered by me in connection with my participation in the "Autumn Arts and Crafts Festival". Exhibitors must provide any insurance they deem necessary. I agree to the above conditions.

**Exhibitors Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

