



45th Holiday Arts and Crafts Show

Exhibitors' Rules and Regulations

Please read the application, rules and regulations carefully before signing and returning the application.

DESCRIPTION

The Herndon Holiday Arts & Crafts show is a **ONE-day** indoor event. Arts and Crafts vendors will be placed at various locations in the Herndon Community Center on **Sunday, December 8, 2024, from 10:00am-4:00pm**. The event is free to the public.

ELIGIBILITY

The exhibitor must be the originator of the items being sold - no "buy/sell." No commercially reproduced work, including books, collections and/or pre-made kits will be permitted. Gourmet foods must be homemade items, not pre-purchased foods. If you are accepted into the show and you display or sell any items that are not handcrafted by the exhibitor, you will be asked to remove the items immediately.

APPLICATION PROCEDURE

For best consideration and booth placement, applications should be received by Friday, October 4, 2024.

Applications received after this date will be reviewed as space is available.

The Holiday Arts and Crafts show is open to all crafters and artisans who meet the requirements, submit complete information and payment by the stated deadlines, and produce hand-made work in the categories above. Participants are selected from submitted photographs. **4 new and high-quality photos** of craft and booth display will be judged by a jury made up of a panel of 3 -5 persons. Ensure the descriptions of your products are complete and your photographs represent the quality of your work in the best way possible. The town's nondiscrimination policy applies to all submittals.

- Jury selection criteria are based on quality, craftsmanship, originality, uniqueness, and the popularity/ marketability of items that will create a balanced presentation of items across a broad number of Arts/Craft Categories.
- The jury will review each submitted application and independently review and rank the applications, ultimately collaborating to achieve final selections.
- If an over representation of applications within one Arts/Craft Category are submitted, the jury will rank the applications and choose the highest ranked applicants in such a number that in the jury's discretion will establish a balanced presentation across a broad number of categories.
- Only work representative of that submitted to be juried may be exhibited.
- You may not sell other non-related arts or crafts that were not judged.
- Violators will be removed from the show and removed from our mailing list.
- The decision of the jury is final.

Please submit four (4) recent photographs of your work and display. Pictures are required each year for both new and returning vendors. Note: one of those pictures should be of you making your craft. Label each photo with your name and address. Please do not send samples, as they will not be returned. Enclose a self-addressed envelope with postage with your application if you want your photos returned.

If your application is accepted, your booth number, show information and photographs will be mailed and/or emailed. If you are not selected, your pictures will be returned. If you have not been notified by October 18th, please call 703-787-7300.

The event director has the final decision on completeness and acceptance of applications, the categorization of items as well as placement of vendor booths.

BOOTH INFORMATION

Display spaces are 6'x 9'. Display racks, easels, etc. must fit in the 6'x 9' space. They must also be finished and in good show condition on both sides and be constructed in such a manner as to prevent falling. Tables should be draped to within one (1) inch of the floor on all sides. Everything not on display should be stored neatly and preferably out of sight under the table. Chairs will be made available at no charge. No signs are permitted in the display except personal business cards, exhibitor's name or business name, charge card signs, and price of items. For indoor events, tents are not permitted. **"Special Sale" signs are prohibited.** You may rent a table & electricity, but you must do so when applying. Booth assignments are made on a first-come, first-served basis, with limited priority to returning artists, are not negotiable, and are the final decision of the event director.

SET-UP & EVENT HOURS

The Community Center will open at 6:15am for set-up. Specific instructions will be sent to facilitate a smooth set-up/tear-down procedure. All vendors must operate their booths for the duration of the show; failure to do so may result in rejection to future shows. Doors will open to the public at 10:00 am and close at 4:00 pm. You need to provide your own materials for set-up.

EXHIBITOR INSURANCE

It is strongly recommended that exhibitors carry their own insurance policy to cover their property and actions. The Town of Herndon is not responsible for loss or damage to exhibitors or vendors. The Town of Herndon does not insure exhibitors or vendors of any type.

SALES TAX AND BUSINESS LICENSE

All exhibitors are required to pay a tax of six percent on all sales made at the show to the Commonwealth of Virginia. Enclosed in this packet is the ST-50 form you must fill out at the end of the show and send to the Department of Taxation. Exhibitors who already have a sales tax number from the Taxation Department should file their report in the usual manner. All participating vendors must have a Town of Herndon Business and Professional Operators license or complete a Town of Herndon Temporary Business License Application (provided upon acceptance).

EXHIBITOR RULES

- In signing the Application, exhibitors agree that all work must be original, handcrafted, manufactured and executed by the exhibitor. If it is of traditional design, it should authentically reflect its source. Also, it must demonstrate that the work shown on the photographs submitted is representative of what is to be exhibited. Exhibitors understand that should any of the above be found to be untrue, they may be asked to leave the show.
- Upon acceptance, booth fees are non-refundable.
- Exhibitor must always demonstrate professional behavior. Rude, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another exhibitor, staff, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- Exhibitor and participants must abide by all State, County and Town ordinances and regulations, including any special health regulations for the use of Town facilities.

APPLICATION CHECK LIST:

No application will be considered without all of the following:

1. 'Exhibitor Application Form' filled out completely, legibly, and signed.
2. Submit the 2-page 'Exhibitor Application Form' and keep the 'Exhibitor's Rules and Regulations' for your reference.
3. Four photographs, labeled with your name & address, showing your booth & your process for making the item.
4. Self-addressed, stamped (\$1.00), business size envelope if you want your photos returned.

For additional information contact the event director, Kubra Alam, at kubra.alam@herndon-va.gov or call (703) 435-6800 Ext: 2106

Applications must be received no later than Friday, October 4, 2024 for best consideration.

Mail applications to:
Herndon Parks & Recreation Department Holiday Show
777 Lynn Street, Herndon, VA 20170
FAX 703-318-8652 • parksandrec@herndon-va.gov