



# Herndon Festival Arts & Crafts Show Rules and Regulations

**June 2-4, 2017**

**Apply before March 31, 2017 and receive \$20 off your booth fee.**

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

## **DESCRIPTION**

The Herndon Festival is a 4-day town wide outdoor, open air festival with arts and crafts, entertainment, food, carnival, and fun for the whole family. The arts and crafts show is either two days or three days, depending upon the chosen booth space. Arts and crafts vendors will be placed on the streets of Historic Downtown Herndon.

## **ELIGIBILITY**

- The exhibitor must be the originator of the items being sold – no “buy/sell”. Commercially-reproduced work, including books, collections or pre-made kits are not permitted. If you are accepted into the show and you display/sell any items that are not handcrafted by the exhibitor, the exhibitor will be asked to remove the items from their booth. Gourmet foods must be homemade items, not pre-purchased foods.
- Exhibitors are selected from submitted photographs. Only work representative of that submitted to be juried may be exhibited. Exhibitors may not sell other non-related crafts that were not judged. Violators will be removed from the show.

## **APPLICATION PROCEDURE**

**All application materials must be post received by:  
April 30, 2017**

- Application and pictures will be juried so the best quality of crafters will be accepted. Quality and original work are highly recommended. For each category in which you wish to be juried, please submit 4 recent photographs of your work and display, one photo of you making the craft; please no slides.
- Label each picture with your name and address. Update your photos before you send them in. Please do not send samples, as they will not be returned. Enclose the completed application, booth fee check and a business size, self-addressed envelope with \$0.84 postage.
- Upon acceptance into the show, an acceptance packet including detailed information will be mailed along with submitted photographs. If you are not selected, photographs and check will be returned. The decision of the committee is final. All notifications of acceptance will be mailed no later than May 10, 2017.

- Booths are 10 feet wide and 10 feet deep. Exhibitors will need to provide all materials/equipment for set-up (tables, chairs, backdrops, etc.).
- ALL TENTS MUST BE SECURED AND WEIGHTED DOWN WITH A MINIMUM OF 40lb WEIGHTS ON ALL FOUR CORNERS. The tent should be secure enough to withstand a small thunderstorm.
- During Sunday’s breakdown (at the specified time), exhibitors may not be able to park their vehicle right next to their booth space. Every attempt is made so exhibitors can get as close as they can to their booth space to load their vehicle. A handcart is recommended to assist exhibitors.

## **SET UP**

- Included with the exhibitor acceptance package each exhibitor is assigned a set up time to prevent congestion on the festival streets. There are additional festival vehicles and vendors arriving for set up at the same time as the craft vendors. Exhibitors who arrive late should be aware that the festival streets are closed to all vehicles at a designated time. If exhibitors arrive after the streets are closed to vehicular traffic, exhibitors will have to park outside festival grounds and carry/cart materials to their assigned space. Upon arrival to the festival area, exhibitors will be asked their booth number, provided a parking permit and then will be directed to the booth location. Be prepared to unload all materials/supplies that are needed to set up the booth.
- Exhibitors will be asked to park their vehicles off festival grounds once all materials are unloaded. Festival marshals will assist in directing exhibitors to their assigned parking lot. Parking is within walking distance. Exhibitors then return to their booth to continue set up of their craft booth.
- Exhibitors are to be prepared to have their exhibit ready for public viewing/shopping:  
Friday, June 2 at 5:45pm; Saturday, June 3, 9:45am;  
Sunday, June 4, at 10:45am.
- The three booth locations all have different closing/end times. Refer to the booth locations and fees information for accurate closing times. All booths must close promptly at their scheduled time. The arts and crafts show will end earlier than other festival activities.

# Herndon Festival Arts & Crafts Show

## Rules and Regulations

### PARKING

Parking is not allowed in the Festival area. Exhibitors are granted one parking permit which will be provided at time of set-up, and the permit is for an assigned lot which is not on Festival grounds. Exhibitors are to display their parking permit on front dashboard. Towing is strictly enforced around the festival area.

### DEPOT AREA

Days	Saturday and Sunday
Fee	\$190 (Apply by March 31 and receive \$20 off your entry fee)
Location	Station Street (lower part of Station)
Opening Times	Saturday at 9:45am; Sunday at 10:45am
Closing Times	Saturday and Sunday at 6:00pm

These booths are located on lower Station Street by the carnival and will close promptly at 6:00pm on Saturday. These booths must be taken down entirely (including tent) on Saturday by 6:00pm. Materials can be stored on site on the sidewalk. The festival staff will fence off all vendor's items from the public. All items stored on site must be covered by a water-resistant tarp and weighed down on all four corners. The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged. There will be an overnight security guard present to help monitor the area. If you have a booth in this area and choose to remove your items on Saturday evening, please be aware that vehicles are not permitted in this area and all items will need to be carted to your vehicle.

### STATION AREA

Days	Saturday and Sunday
Fee	\$225 (Apply by March 31 and receive \$20 off your entry fee)
Location	Station Street (upper part of Station)
Opening Times	Saturday at 9:45am; Sunday at 10:45am
Closing Times	Saturday and Sunday at 6:00pm

Booth display is permitted to stay up on both evenings. All items must be enclosed within a tent with 4 sides and must be out of public view. The display and tent should be secured and weighted down and able to withstand a thunderstorm or high winds. The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged. There will be an overnight security guard present to help monitor the area.

### LYNN AREA

Days	Friday evening, Saturday, Sunday
Fee	\$325 (Apply by March 31 and receive \$20 off your entry fee)
Location	Lynn Street (lower part of Lynn)
Opening Times	Friday at 5:45pm; Saturday at 9:45am; Sunday at 10:45am
Closing Times	Friday and Saturday at 9:00pm; Sunday at 6:00pm

Booth display is permitted to stay up on both evenings. All items must be enclosed within a tent with sides and must be out of public view. The display and tent should be secured and weighted down and able to withstand a thunderstorm or high winds. The vendor is responsible for all items left overnight. The Town of Herndon is not responsible for any items lost or damaged. There will be an overnight security guard present to help monitor the area.

### CORNER SPACE

Corner Booth (an additional \$25 fee, not included with booth fee). Exhibitors need to submit a separate check for \$20 or pay by credit card. There are no guarantees on receiving a corner booth as these booths are limited.

### ADDITIONAL INFORMATION

The Herndon Festival will not be cancelled in the case of inclement weather. Exhibitors are to be fully prepared to protect against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions persist, i.e., thunderstorm/lightning, the Festival will temporarily close down and then reopen. Vehicles will not be allowed in the Festival area during cloudbursts - please be prepared to protect your merchandise. Exhibitors are expected to reopen their booths as soon as possible once the weather has cleared and the Festival reopens. No refunds will be issued for inclement weather.

All exhibitors are required to pay a tax of six percent on all sales made at the Festival to the Commonwealth of Virginia. Contact the Virginia Department of Sales Tax Commonwealth of Virginia Department of Taxation for appropriate forms.

1. In signing the application agreement, **exhibitors must understand that all work to be sold must be original, handcrafted, manufactured and executed by the exhibitor.** If it is of traditional design, it should authentically reflect its source. Exhibitors' understand that should any of the above be found to be untrue, they will be asked to leave the show.

# Herndon Festival Arts & Crafts Show

## Rules and Regulations

2. Booth fees are non-refundable upon acceptance into the show.
3. Check or credit card number must be included with your application. Applications will not be processed without payment in full if you are selected.
4. This is an outdoor two-day/ three-day street show and booth spaces may not be completely level.
5. Exhibitors also understand that setup and full take down may be required for both days of the show. Exhibitors will have to cart supplies to their vehicle for break down and may not be able to pull a car up to the booth space unless determined to be safe by Herndon Festival staff. If items are left on site overnight, items must be placed in the designated area.
6. Exhibitors are responsible for safe storage containment and full value of all materials.
7. Electricity is available for some booth locations for an *additional* fee of \$50.
8. The Town of Herndon is not responsible for safe keeping, loss or damage of any merchandise.
9. Exhibitors are **not permitted to bring alcohol or pets**, except service animals, into the festival area.
10. Exhibitors may not sublet any portion of their space to another exhibitor.
11. Open flames are not permitted.
12. All returned checks are subject to a \$50 fee.
13. The Town of Herndon is not responsible for any items lost or damaged.

### **APPLICATIONS SUBMITTED MUST INCLUDE THE FOLLOWING:**

1. Application completed in full and legible. Remember to select your booth area.
2. Four (4) photographs labeled with your name and address and one photo must be representative of you making the craft.
3. Check or credit card number must be included with your application. All returned checks are subject to a \$50 service fee.
4. Self-addressed, stamped (\$0.84), business size envelope. Pictures will be returned.

Please send with your payment the completed Herndon Festival Arts and Crafts Application. **Please keep the Rules and Regulations for future reference.**

Herndon Parks & Recreation Department  
ATTN: Herndon Festival Arts and Crafts, John Walsh  
P.O. Box 427  
Herndon, VA 20172-0427

**All notifications of acceptance will be mailed by May 10, 2017.**

**Early Discount Deadline – Application must be received by March 31, 2017**

**Application Deadline is April 30, 2017**

### **STAFF CONTACT**

#### **John Walsh**

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