

## FINE ARTS AND CRAFTS FESTIVAL

This year the festival will be held on November 8th and 9th, 2019 - 9:00 a.m. to 3:00 p.m.

**\*\*PLEASE KEEP THIS COVER LETTER FOR REFERENCE PURPOSES\*\***

We are pleased to announce the 19th Annual Fine Arts and Crafts Festival at Sunflower. Our amazing resident artisans will, again, be showing off their talents.

This event is open to all members of the Sunflower Homeowners Association. Applications must be received by October 21, 2019 to be included in this year's festival.

### **RULES AND REGULATIONS**

- Items for submission to show or sell must be ***“hand-crafted” by Sunflower residents*** and must be approved by the Festival Committee. Purchasing a ready-made item to sell is not allowed, all items sold must be hand made by you.
- Space will be on a “first come, first served” basis. If you wish to request a specific location, please submit your application early.
- Each space is ***four (4) linear feet*** in width. If wall space is needed instead of, or in addition to, a table, ***the same dimensions apply. If you can,*** please provide your own tables, as there are a limited number available at the clubhouse. Standing exhibit shelves or racks may not impede the flow of traffic and must be contained in the space you paid for and not spill over into additional space.
- Vendors may reserve more than one space. Because of the continued request for space by vendors, we are no longer able to let you spill over into another space, even if it is on a corner. The space(s) you pay for will be the space(s) you get, so please make sure you can contain your sale items in your space.
- Nothing can be nailed or attached to the walls, in order to protect Sunflower property.
- Decorative coverings used on your tables are your responsibility and will not be furnished.
- Your space must be left clean with all trash removed.
- **VENDORS MUST BE PRESENT DURING THE HOURS OF THE FAIR ON BOTH DAYS** unless you sell out before the end of the craft festival. If you are running low on merchandise, spread it out over your entire space rather than take away empty table/shelf space. Potential customers seeing you leave prior to the end of the craft festival may assume we are closing and will not come in. This is not fair to your fellow crafters who still have merchandise to sell. Violation of this will result in your not being allowed to participate at the next craft festival.

\* Vendors are responsible for paying any and all state taxes.

## **FEES**

- \* Vendors will be charged \$20.00 for the first 4-foot linear space and \$5.00 for each additional linear foot thereafter.

## **APPLICATION PROCESS**

- All fees must accompany the application.
- Only cash or check (**made payable to “LINDA JORDAN”**) will be accepted.
- Pictures are encouraged (for new participants, who wish to show the committee a sample of their craft). All pictures will be returned.
- Fees will be refunded if product is not acceptable.
- Withdrawal from the festival 30 days prior to the festival will result in a refund of all fees.

\*If you require a receipt please include a self-addressed, stamped envelope with your application

\*Please return completed application to the reception desk in the club house for date-stamping.

## **SET-UP**

- Set-up will **NOT** take place before 4:00 p.m. on November 7, 2019. PLEASE honor this request. Prior to this time, Sunflower employees will be setting up and placing tables.
  - \* We ask that **YOU DO NOT** ask Sunflower employees to add to or reposition your table(s) without permission from the festival committee. PLEASE honor this request.

We anticipate a great deal of enthusiasm, participation and publicity for this event, so again, we encourage you to submit your application early, especially if you are a returning vendor/exhibitor and wish to have the same spot as last year. MANY THANKS to all who have participated in the past, and helped to make this event successful.

## **QUESTIONS or COMMENTS**

Please call Linda Jordan at 572-1705

# FINE ARTS AND CRAFTS FESTIVAL APPLICATION

November 8th and 9th, 2019  
Friday and Saturday  
9:00 a.m. to 3:00 p.m.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Description of items to be sold/exhibited: Please include a detailed description (or photo, if you're a first-time vendor) for each type of item. \_\_\_\_\_

What size space do you need (how many linear feet)? This should include table length and/or free-standing display racks.

Space width \_\_\_\_\_ Free-standing display rack width \_\_\_\_\_

Will you need any special equipment (i.e. electricity)? \_\_\_\_\_

Will you be providing your own table(s)? \_\_\_\_\_ If so, what size? \_\_\_\_\_

Do you have a preference as to the location of your space, subject to availability? \_\_\_\_\_

Applications (including fees) may be left at the Village Center front desk before the deadline of October 21, 2019.

## **REFER TO COVER LETTER FOR FEES AND OTHER PERTINENT INFORMATION.**

**The Craft Club Admissions Committee will make every effort to ensure that you are happy and comfortable with the space to which you are assigned.**

***I have read, understand and agree to adhere to all conditions set forth in the Fine Arts and Crafts Cover letter.***

***Signature:*** \_\_\_\_\_

***Date*** (submitted to Village Center Desk). \_\_\_\_\_

***IF YOU WOULD LIKE A RECEIPT FOR YOUR FEE, PLEASE ENCLOSE A STAMPED SELF-ADDRESSED ENVELOPE.*** I would like a receipt for my Craft Fair fee. \_\_\_\_\_

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### **For Craft Committee Use Only.**

Amount paid: Cash:\$ \_\_\_\_\_ Check # \_\_\_\_\_