

Registration Number: _____



2012 Registration Form
Fourteenth Annual Douthat Arts & Crafts Fair
Douthat State Park
Discovery Center
July 28, 2012
10:00 AM – 4:00 PM

Name: _____ Organization or Business: _____

Mailing Address: _____

Phone: _____ Email: _____

Art/Craft Type: _____

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

Single Booth (15' w x 10' d) \$20.00 _____ Single Booth with Electricity \$35.00 _____

Double Booth (30' w x 10' d) \$40.00 _____ Double Booth with Electricity \$55.00 _____

Premier Booth (10' w x 10' d) Under Discovery Center Shelter with Electricity \$65.00 _____

**** (NEW)**** Tent Rental (10' w x 10' d) \$20.00 _____ (limited supply)

How much power do you need? _____ (maximum 20 Amps available per outlet)

For the application to be considered, the following must be included:

- Cash or a personal, business or cashiers check for the application fee.
 - **Please make checks payable to: "Douthat State Park Environmental Education Group"**
- Two to four photographs of the items you wish to sell (unless already registered in a previous Douthat Arts and Crafts Fair).
 - Photos of you making your item(s) and of your booth set-up are also encouraged.
 - Photographs can be emailed separately to Jaimie.Lomasney@dcv.virginia.gov for your convenience.
- Self Addressed Stamped Business Size Envelope to return your photographs (only if you want them returned).

The completed application, fee, photographs and all required information should be addressed **Craft Fair 2012 Application**.
Mail to: **Jaimie Lomasney, Douthat State Park, 14239 Douthat State Park Road, Millboro, VA 24460.**

BY COMPLETING AN ARTS AND CRAFTS FAIR APPLICATION, YOU ARE CERTIFYING THAT YOU HAVE READ THE TERMS AND CONDITIONS ON THE BACK OF THIS APPLICATION AND WILL ADHERE TO ALL THE RULES AND POLICIES HEREIN.

Printed Name: _____ Signature: _____

Thank you for your interest in the Fourteenth Annual Douthat Arts & Crafts Fair. Your registration will be confirmed by mail or email. Please contact us if you have not received notification by Friday, July 20, 2012.

For more information, please call Jaimie Lomasney at (540) 862-8125.

****Office use only below this line****

Date Registration Received: _____

Check Number: _____

Date Confirmation Mailed/Emailed: _____

Space Assignment: _____

Terms and Conditions

1. Any Exhibitor purchasing a booth the day of the show will be charged \$10 extra for the space. (Single booth will be \$30, single booth with electricity will be \$45, double booth will be \$50, double booth with electricity will be \$65).
2. All Exhibitors must be set up and ready to sell by 9:45 a.m. the day of the Arts and Crafts Fair. Exhibitors may begin setting up at 7 a.m. the day of the Fair.
3. Booths must remain staffed and intact until show closes at 4 p.m.
4. A brochure listing all booth vendors will be handed out to visitors the day of the show. The cut off to be placed in the brochure listing is **Monday, July 23, 2012**; you must be registered by that day. You may still register for the Arts and Crafts Fair after that date, but will not be placed in the brochure listing.
5. Only one (1) business per booth; space may not be sublet or shared without prior approval of an authorized agent of Douthat State Park Environmental Education Group (SPEED).
6. Tractors, trailers, vans and other vehicles must be parked in the designated area during Arts and Crafts Fair hours. No vehicles will be permitted in the show area between the hours of 10 a.m. and 4 p.m.
 - a. Due to the limited space we ask that all Exhibitors unload their vehicles, park, and then return to setup.
 - b. One free car pass will be provided to each Exhibitor. Additional car passes are sold at \$3.00 a piece.
7. Douthat SPEED reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Fair.
8. The full payment is a non-refundable registration fee for the selected booth space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. Booths are reserved on a first-come first-served basis. We will work with the Exhibitor on best placement; however, we cannot guarantee the same booth assignment from previous years.
10. Electricity will be available as a first-come, first-served basis as electricity is not available at all booths. Electrical service requires an additional fee.
 - a. Outlets are NOT guaranteed. Only one electrical outlet is available per select booths.
 - b. Extension cords are not included in the fee and must be provided by the Exhibitor.
11. Music within an Exhibitor's booth must be kept within a tolerable range from the front line of the booth space. Other parameters may be enforced if the audio is objectionable to adjacent Exhibitors.
12. Exhibitors must ensure that none of their display equipment extends beyond the space they have booked, this includes any rails, stands or additional equipment.
13. Each Exhibitor must furnish his or her own chairs, tables, stands, tent or canopy. Since this is an outdoor show, it is advised to bring along shims or blocks of wood to level out the tables, since most of the show area is on flat, but un-level ground. All tents and canopies must be secured to the ground using stakes or weights in case of windy weather.
14. Items for sale at the Exhibitor's booth must be predominantly handmade or embellished by hand by the Exhibitor. Each Exhibitor must submit photographs of his or her craft(s).
 - a. Two to four photos of the items you wish to sell.
 - i. Photos of you making your item(s) and of your booth set-up are also encouraged.
 - ii. Photographs can be emailed separately to **Jaimie.Lomasney@dcr.virginia.gov** for your convenience.
 - b. If participating as a crafter, Douthat SPEED reserves the right to have items removed that are considered not appropriately handmade or embellished by hand. Items cannot be simply purchased for resale. No commercial products are permitted.
 - c. Items for sale must be handmade or embellished by hand by the vendor occupying the booth space.
 - d. Douthat State Park Arts & Crafts Fair is a Non-Juried show.__
15. All sales at the Douthat State Park Arts & Crafts Fair are limited to non-food type products. Douthat SPEED requires all food products be eliminated from the Arts and Crafts Fair due to risk factors that may cause food-borne illness to customers.
 - a. Douthat State Park will provide concession food service at the Arts and Crafts Fair along with Exhibitor's choice of lunch at a reasonable price the day of the Arts and Crafts Fair.
16. Exhibitors must remove from Douthat State Park all rubbish, wrapping, and waste created at their booth at the end of the fair.
17. Douthat State Park will provide security at its own expense during the Arts and Crafts Fair; however, the Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Douthat State Park and Douthat SPEED expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation.

18. Cancellation of space. Application fees are not refundable. Douthat State Park and Douthat SPEED are not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
19. Exhibitor agrees to indemnify and hold harmless Douthat State Park and/or Douthat SPEED from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at Douthat State Park's Arts and Crafts Fair.
20. More applications are available on the Douthat SPEED website at: www.douthatspeed.org.