



# Town of Occoquan

## Fall Arts & Crafts Show

### 2019 Exhibitor Application

2019 Fall Show  
September 28 & 29, 2019  
Saturday 10AM-6PM, Sunday 10AM-5PM

*Thank you for your interest in the Town of Occoquan's Arts & Crafts shows!*

#### Event Summary

During the first full weekend of June and the last full weekend of September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery with hundreds of talented crafters and artisans from across the region and all around the United States. Each show brings about 10,000 people to Occoquan for fun, food, and shopping.

#### Exhibitor Rules & Regulations

- While vendors may cancel at any time, there are no transfers from show to show and **no refunds** once a vendor has been accepted into the show.
- This event is held RAIN OR SHINE.
- Each vendor is responsible for their own display materials. Tents, tables, and chairs are **not** provided. The Town does not provide electricity or water to vendors.
- Only artists accepted in to the Occoquan Arts & Crafts Show are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.
- All work and displays must stay within the vendor's designated spot. No boxes, extra merchandise, or debris should be visible. The assigned area must be kept clean throughout the event and be left spotless afterwards.
- Crafters/Vendors must participate and tables must be staffed both days for the full duration of the show. Unless prior approval is granted, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- There is no smoking in tents allowed. Dogs belonging to vendors are allowed if leashed and not bothersome to patrons or neighboring vendors.
- Do not distribute material outside of your designated booth space or loudly solicit visitors into your exhibit space. Amplified music is not permitted, with the exception of entertainment contracted by the Event Director.
- Rude, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- All local laws must be followed.

#### Application Instructions

All applications **must be accompanied by 5 photos: 3 showing samples of your crafted goods, 1 of your booth, and 1 of you in your workspace.** Photos are accepted electronically. Images should be of jpeg format with image size less than 1.8 MBs. Alternatively, photos may be mailed with the application. Please include a self-addressed, stamped envelope with your entry form *only* if you want your photos returned. Please note any specific requests that you may have on the application form. Requests are considered, but not guaranteed.

## Categories

*Each vendor may only sell one medium per booth space. The Occoquan Arts & Crafts Show reserves the right to re-categorize an artist's submission and the artist will be notified of any changes. All items for sale at the event must be handcrafted by participants.*

- **Bath and Body:** Handcrafted soaps and body products.
- **Candles:** Hand-poured candles.
- **Ceramics, Pottery, & Glass:** Functional and sculptural work is accepted. Kiln forming, blowing, molding, or casting, as well as all cold working processes are permitted.
- **Digital Art:** Two-dimensional original work created by the artist using computer technologies.
- **Fiber:** All work created from fibrous materials, such as baskets, leather, books, embroidery, paper, quilts, weavings, felting, etc.; both wearable and non-wearable.
- **Fine Arts:** All pieces of original art created with the use of chalk, charcoal, pastels, pencils and ink, watercolors, oil and acrylic paintings.
- **Furniture:** Original, handmade furniture designed and fabricated using raw/unfinished material.
- **Gourmet Food Products:** Packaged dips, food, or desserts.
- **Jewelry:** Objects created with the intent to be worn as ornamentation by fabricating various materials including gems, fine metals, and semi-precious stones.
- **Metal:** Three-dimensional artwork created by the artist through the forging, twisting, and fabricating of various metals.
- **Mixed Media:** Work in which two or more mediums are combined to form one piece. Includes original designs that use vintage, upcycled, and repurposed goods.
- **Photography:** Photography that has not been manipulated to achieve results beyond what could be produced in a traditional dark room.
- **Toys:** Includes handcrafted items that are safe for children.
- **Wood:** All work created by the artist that is hand-tooled, machine-worked, built-up, turned, or carved in wood.
- **Miscellaneous:** If you feel as though your product does not fit into the above categories, please select miscellaneous and give a detailed description of your goods.

## Fees

**Registration is not complete without submitted photos, full payment, and a signed application.**

- If paying with credit card, please visit [www.occoquanva.gov/arts-and-crafts-show.html](http://www.occoquanva.gov/arts-and-crafts-show.html) and follow the directions to pay via PayPal.
- If paying with check or money order, make payable to TOWN OF OCCOQUAN. **Be sure to specify Fall Show on the check, what you are paying for (booth, parking, etc.), your company's name, and your contact information.**
- If you would like to pay with cash, you may bring the money to Town Hall during regular business hours, Monday through Friday 9AM-4PM. **Please do not send cash in the mail.**
- In Town parking is available for an extra \$75 per show. Spaces are limited; allocation is on a first come, first serve basis.

**Checks will be deposited upon receipt. Please note that a deposited check does not equal acceptance into the show.** Booth fee payments will be returned in full if you are not accepted into the show. A \$35 fee will be charged each time a check is returned for insufficient funds. Checks will be accepted for payment up to two weeks before the event date. After that, credit card, cash, or cashier's check are required.

	Early Bird Expires June 2, 2019	Regular Rate Expires August 31, 2019	Premium Rate After August 31, 2019
10' x 10' Booth (Crafter/Artist)	\$300	\$325	\$375

## Exhibitor Cancellation

Vendors may cancel for any reason, but once an application has been received and processed, there will be **NO REFUNDS** for any reason, unless the vendor is not accepted into the show.

**Completed Form, pictures and payment may be mailed to:** Occoquan Arts & Crafts Show P.O. Box 258 Occoquan, VA 22125, or **e-mailed to:** [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) or **delivered to:** Town Hall at 314 Mill Street, Occoquan, Virginia during business hours Monday-Friday 9AM-4PM.

**For questions or further information, e-mail [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) or call 703-491-2168.**



# Town of Occoquan

## 2019 Fall Arts & Crafts Show

### SEPTEMBER 28 & 29, 2019

## EXHIBITOR'S APPLICATION

**TOWN USE ONLY**

CHECK# \_\_\_\_\_

AMT.: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER\*: \_\_\_\_\_

EMAIL (Required): \_\_\_\_\_

WEBSITE URL: \_\_\_\_\_

\*Please provide a cell phone number where you can be reached during the show.

**CATEGORY** (Check one ONLY & give a brief description below)

- |   |  |                                      |  |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Bath and Body    | <input type="checkbox"/> Fiber                 | <input type="checkbox"/> Jewelry     | <input type="checkbox"/> Pottery       |
| <input type="checkbox"/> Candles          | <input type="checkbox"/> Fine Arts             | <input type="checkbox"/> Metal       | <input type="checkbox"/> Toys          |
| <input type="checkbox"/> Ceramics & Glass | <input type="checkbox"/> Furniture             | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Wood          |
| <input type="checkbox"/> Digital Art      | <input type="checkbox"/> Gourmet Food Products | <input type="checkbox"/> Photography | <input type="checkbox"/> Miscellaneous |

Description: \_\_\_\_\_

**Price Range of Most Items**

- \$10-\$50       \$50-\$100       \$100+

**Have you exhibited in our show before?**

- Yes       No

**BOOTHS and PARKING**

Fall Show, September 28 & 29, 2019

Number of 10'x10' booths requested \_\_\_\_\_

Early Bird (before June 2): **\$300** per booth

Regular Rate (after June 2): **\$325** per booth

Premium Rate (after August 31): **\$375** per booth

- Optional In Town Parking: +\$75.00
- If you wish in Town parking, include vehicle make, model, and license plate.
- \_\_\_\_\_
- \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

Notes: \_\_\_\_\_

Personally and on behalf of the entity named above, the undersigned declares: I have read and understand the attached rules and regulations. I represent and warrant that I own or have a legal right to use any copyrights related to work that I market or sell. I waive any claims I may have now or in the future against the Town of Occoquan or any of its officers, agents, or employees (collectively, "the Town") for any personal injury, property damage, or loss of any kind related to the Craft Show, except for intentional acts by the Town, nor will I be a part of any legal action against the Town. I agree to be responsible for the collection and payment of Virginia State Sales Tax. I also understand that while vendors may cancel at any time, there are no refunds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRATION IS NOT COMPLETE WITHOUT FULL PAYMENT AND SIGNATURE.**