

**HISTORIC OCCOQUAN
ARTS & CRAFTS SHOW
HANDMADE ARTIST/CRAFTER
EXHIBITOR RULES AND IMPORTANT INFORMATION**

ELIGIBILITY:

There are no residential requirements for participation in the Historic Occoquan Arts and Crafts Shows. We welcome quality artists and crafters from across the country.

SHOW DETAILS:

The Occoquan Arts & Crafts Shows are held on the streets of Historic Occoquan. They are **RAIN OR SHINE, OPEN AIR EVENTS**. Show hours are from 10:00 a.m. to 6:00 p.m. Saturday and 10:00 a.m. to 5:00 p.m. Sunday. Exhibitors are responsible for their own display, levelers, weights, chairs, and set up/clean up each day. The Town does not provide electricity.

RULES:

▪ **BUY/SELL:**

- Artisan exhibitors must be the originator/creator of the items being sold.
- A limited number of “Buy/Sell” vendors will be allowed in the show. They will be segregated from the artisans and will not sell items considered handcrafted.
- Town merchants are allowed to display and/or sell their wares (some of which are “buy/sell”). Their booths will generally be located in front of their businesses and have a sign which identifies them as town merchants.

▪ **NUMBER OF MEDIUMS:**

Only one craft medium per exhibitor will be accepted. For example, if you create wood products and pottery, you must choose one medium or purchase two sites. If you wish to apply for two sites for two different media, please submit separate applications, photographs and checks for each medium, as one may be accepted and the other may not.

▪ **PHOTOS OF YOUR CRAFT/ART:**

The jury selection process will review photographs submitted with your application. You may only exhibit work represented in your submitted application.

▪ **SUBLETTING:** No subletting or selling an exhibit space is permitted.

▪ **VIOLATIONS:** Violators of any of these rules will not be allowed in future shows.

▪ **PARKING:** Some Occoquan residents may offer parking behind their building for a nominal fee. A list of contacts will be made available as soon as possible.

▪ **HOTEL:** Area hotels will offer special rates for exhibitors. A list will be made available as soon as possible. Call the Craft Show Office for more details.

ARTIST/CRAFTER APPLICATION PROCEDURES ON SECOND PAGE

APPLICATION PROCEDURES:

▪ **REQUIRED ITEMS TO COMPLETE VENDOR (Crafter) APPLICATION:**

1. Check for the site fee: \$325.00
2. Five color photographs of your art/craft
3. Business size, self-addressed stamped envelope with \$0.88 postage

- **APPLICATION DEADLINES:** Spring applications must be postmarked no later than March 31, 2011. Fall applications must be postmarked no later than May 31, 2011. Please do not send both applications in one envelope; clearly mark the outside of each envelope with “spring” or “fall”. Submit a separate set of photographs with each application.

- **FEE:** The crafter booth fee is \$325.00 for the weekend for each site. Discounts available for artists requesting more than one booth. Checks will not be deposited until after the jury selects the exhibitors for each show. If you are not selected for the show, your site fee check will be returned to you. Checks returned by your bank due to insufficient funds must be replaced immediately by a cashier’s check or money order, plus a \$35.00 service charge in order to continue to reserve your site. The repayment of site fees will be your responsibility. If a repayment fee does not reach the Craft Show Office within two weeks of notification from your bank, we will reassign your space.

Checks for the SPRING SHOW should be dated March 31, 2011.

Checks for the FALL SHOW should be dated May 31, 2011.

- **PHOTOGRAPHS:** For each category in which you wish to be juried, please submit five recent photos of your work, one photo of your display in operation and **one of you making your product**. Please submit only color photos no larger than 4x5 with your name and address on the back of each. Your photos will be returned with your notification of acceptance. Ensure all photos are current, new, of good quality and clearly demonstrate you are the originator of the work. Please do not send samples, as they will not be returned.

ACCEPTANCE: If your application is accepted your site number, bus pass, show information sheet and photographs will be mailed to you in the self-addressed, stamped envelope you provided. If you are not selected, your photographs and check will be returned.

Notifications for the SPRING SHOW will be mailed by April 30, 2011.

Notifications for the FALL SHOW will be mailed by July 15, 2011.

BOOTH ASSIGNMENTS: The Town will be mapped and exhibit sites numbered to eliminate confusion as to your assigned location. Each site is 10 X 10 feet. If you need a space wider than 10 square feet, you must purchase additional sites. We cannot promise any particular site. You may not be in the same location to which you have previously been assigned in past shows. We make every attempt to honor requests for specific booth spaces.