



**42nd Annual Dogwood–Azalea Festival
Arts & Crafts Show, April 16-18, 2010
Charleston, Missouri**

ATTENTION CRAFTERS and ARTISTS:

The Charleston Chamber of Commerce is pleased to announce that dates and times of the 2010 Dogwood-Azalea Arts & Crafts Festival. It is time to make plans to participate in the 2010 Dogwood-Azalea Festival so mark your calendars for April 16-18, 2010, to sell your arts and crafts at our show at Rolwing Park. The show will begin once again on Friday and you will have the option to sell Friday through Sunday OR you can sell only on Saturday and Sunday. **This year the Arts & Crafts Festivals hours are: Friday, April 16th from 11:00 a.m. to 7:00 p.m.; Saturday, April 17th from 9:00 a.m. to 5:00 p.m.; and Sunday – 11:00 a.m. to 4:00 p.m.. You can stay open later on Friday and Saturday than the times listed.**

All spaces will be filled on a first paid – first serve basis. So please get your applications and fees in early.

The deadline for reserving your space is March 26th. After the deadline there will be an extra charge of \$10.00 for any spaces that remain available.

NEW THIS YEAR! Please see the attached page to order your Dogwood-Azalea Festival 2010 t-shirt!!

Please review the following arts and crafts show rules and regulations:

APPLICATION PROCESS:

1. All applications must be filled out completely or the application will be delayed in processing while we try to contact you. All fees must accompany the application form.
2. All applicants must submit photographs of **EACH** category of items you plan to sell.
3. All commercial vendors are expected to pay the commercial fee of \$100.00 per booth.
4. Send checks or money orders payable to “Charleston Chamber of Commerce”. **A self addressed stamped envelope is required so that we can mail you a confirmation notice.** If you do not send the sase – we will not mail you a confirmation slip.
5. All spaces are assigned in advance on a first paid – first serve basis as stated above.
6. Exhibitors will be responsible for their own exhibits. All chairs, props, and set-ups are your responsibility.
7. Exhibitors are allowed to pull vehicles up to the curb for loading and unloading during set-up times. **Once you are unloaded (not set-up – unloaded!) you must move your vehicle immediately to a designated parking area. No vehicles are allowed to park on the street around Rolwing Park – vehicles will be towed.**
8. Absolutely no craft vendors are allowed to show from a trailer.
9. **No weapons, of any type, will be allowed to be sold or shown during the festival, this includes any and all knives, swords and axes.** Handcrafted toy guns are exempted from this rule.
10. We try to have as many reserve deputies and city police patrolling the park during the night hours as we can get. However, they cannot cover the entire area at all times. If you leave your merchandise in your booth area, be sure to secure everything, zip the sides of your tents and take anything extremely valuable with you.

REMEMBER: THIS IS NOT A YARD OR RUMMAGE SALE!!

CONTACT US:

Phone: 573-683-6509

E-mail: chamber@charlestonmo.org

Website: www.charlestonmo.org

Address: Charleston Chamber Of Commerce, P.O. Box 407, Charleston, MO 63834

REQUIREMENTS FOR ELIGIBILITY:

Items sold must reflect **ONLY** what is represented on the application form and in supplemental photos. The City officials had several complaints last year (2009) concerning vendors with 'knock-off' merchandise for sale. Due to these complaints these items will not be allowed to be sold anymore.

Booths will be inspected from 7-9 a.m. each day of the Festival. Violators will be asked to leave or move. No refunds!! The Chamber Of Commerce and its representatives reserves the right to refuse any applicant or to reject any work deemed unacceptable or in poor taste. If you are unsure whether or not an item is acceptable – please ask us!

SCHEDULE:

Thursday:

4 – 7 p.m. Check in before unloading. Unload and set up. **We will not be at the park to admit vendors before 4:00 p.m. We both have 'real' jobs that we take vacation time from in order to help the Chamber run the craft show – the scheduled times posted are the times that Donna and Susan will be at the park.**

Friday:

8-11a.m. Check in before unloading. Unload and set up. Booths will be inspected throughout the morning.
7 p.m. Close or you have the option of staying open later..

Saturday:

7-9 a.m. Check in before unloading. Unload and set up. Booths will be inspected during the a.m. hours.
5 p.m. Close or you have the option of staying open until 7:00 p.m.

Sunday:

11 a.m. Craft show starts
4 p.m. Close.

Booth space must be left clean and free of trash.

CANCELLATION POLICY: Please notify us as soon as possible! No refunds after March 31, 2010. You may not sell your space to a non-registered crafter.

GENERAL INFORMATION:

You may leave your space set up overnight – at your own risk. We try to have as many reserve deputies and city police patrolling the park during the night hours as the departments can spare. However, they cannot cover the entire area at all times. If you leave your merchandise in your booth area, be sure to secure everything, zip the sides of your tents and take anything extremely valuable with you.

Vending spaces must be kept clean and trash disposed of properly each day.

Electric cords must be duct-taped or fastened to the ground for safety. Bring any long extension cords, fasteners and duct-tape that you might need. Any storage items must be covered and out of sight during the festival.

Due to the expansion of the additional booths, parking will be limited on the swimming pool parking lot. Accommodations for equipment and vehicles are being made with Heppes Body Shop, located in the block directly south of Rolwing Park. Mr. Heppes is providing his fenced in (secured) area so that you can have an area to keep your extra supplies located nearby and safe.

If anyone is skilled in any type of traditional craft and would be willing to demonstrate your skills during the festival please contact the Chamber of Commerce office at 573-683-6509. We would like to have a variety of demonstrators for our customers to enjoy, as demonstrating crafters always add to a festival as well as draws attention to one's craft.

**42nd Annual Dogwood-Azalea Festival
Exhibitor Booth Rentals, April 16-18, 2010
Charleston, Missouri**

APPLICATION/REGISTRATION

Exhibitor name _____

Address _____

City, State, Zip _____

Day phone _____ Fax _____ E-mail _____

Description of process used to make handmade art or craft (**PHOTOS REQUIRED**).

Please see exhibit types below. If you need multiple spaces please adjust the rental fee accordingly.

Fee Schedule/Booth Type Booth size: 10 x 10	3 days April 16, 17, 18	2 days April 17, 18
Crafter (handcrafted items)	\$50	\$40
Commercial (corporate booths, non handcrafted items)	\$125	\$100
Information Only (no sales allowed)	\$15	\$10
Electricity	\$15	\$10

Number of Spaces Requested	Booth Type	Electricity Required	# of Days	Total Fee
	Crafter _____	Yes _____	3 _____	
	Commercial _____	No _____	2 _____	\$ _____
	Info. Only _____			

Spaces will not be reserved without payment. Set-up Times: Thursday, April 15th 4:00 - 7:00 p.m; Friday, April 16th, 8:00 a.m. to 11:00 am; Saturday, April 17th, 7:00 a.m. to 9:00 am

Application deadline is March 26, 2010 and the entry fee is non-refundable after this date. For confirmation of reservations please enclose a self addressed stamped envelope with your application and payment. Please mail your completed application and a check or money order made payable to:

**Charleston Chamber of Commerce
P.O. Box 407
Charleston, MO 63834**

The undersigned exhibitor releases the Charleston Chamber of Commerce and the City of Charleston from any liability of any kind to any work of art or craft exhibited at the 2010 Dogwood-Azalea Arts and Crafts Bazaar and agrees to indemnify and hold harmless the Charleston Chamber of Commerce and the City of Charleston and its officers, directors, and agents from and against all claims, damages, losses and expenses caused in whole or in part or arising out of the activities of participating in the 2010 Dogwood-Azalea Arts and Crafts Bazaar.

Signature: _____ **Date:** _____

T-Shirt Order Form

Thanks to all the vendors repeated requests for Dogwood-Azalea Festival t-shirts since Susan and Donna have ran the arts & crafts show – we are offering you the chance to pre-order your t-shirt as you reserve your booth space.

These t-shirts are the basic style. They are really going to look fantastic this year! The cost of each t-shirt is \$15.00 – whether it’s short sleeve or long sleeve. We are offering you the choice of the following four (4) colors: **Bright pink, daisy yellow, tangerine and lime.**

Fill out the form below and return it with your application and add the additional money for the t-shirt(s) that you order to your other fees.

	Size	Color	Short Sleeve	Long Sleeve
Small	_____	_____	_____	_____
Medium	_____	_____	_____	_____
Large	_____	_____	_____	_____
X-Large	_____	_____	_____	_____
2X-Large	_____	_____	_____	_____
3X-Large	_____	_____	_____	_____