



Dogwood–Azalea Festival
Arts & Crafts Show, April 21-23, 2017
Charleston, Missouri

ATTENTION CRAFTERS and ARTISTS:

The Charleston Chamber of Commerce announces the dates and times of the 2017 Dogwood-Azalea Arts & Crafts Festival. Make plans now to participate in our show in Dr. E. Charles Rolwing City Park. The show will begin on Friday and you will have the option to sell Friday through Sunday OR you can sell only on Saturday and Sunday. **Not being set up on Sunday is not an option. The show hours are: Friday from 11:00 a.m. to 5:00 p.m. (or later if you wish); Saturday from 9:00 a.m. to 5:00 p.m. (or later if you wish); Sunday – 11:00 a.m. to 4:00 p.m.** All booth spaces, whether commercial, handcrafted, or a mix thereof, will be assigned to make the best show layout for everyone.

The deadline for the postmark to reserve your booth space is March 26th. After the deadline there will be an extra charge of \$25.00 **IF** any spaces remain available. Please note we had over 40 exhibitors pre-pay for a space in 2017 before they left the park in 2016.

Please review the following arts and crafts show rules and regulations **as they have evolved to make a better show: (new sections are underlined)**

1. All applications must be filled out completely or they will be returned to you. All fees must accompany the application form. No booth sharing is allowed.
2. All applicants must submit photographs of **EACH** category of items you plan to sell. If you are a new vendor or have added new items, please include photos of these items as well.
3. We utilize a signage program that will immediately identify you as either a handmade, mixed, or commercial booth. If you cheat it will be obvious to all who visit your booth and you will be charged the appropriate fee for what you are selling. We are hiring a special monitor for this purpose this year.
4. Send checks or money orders payable to “Charleston Chamber of Commerce”. A self-addressed stamped envelope (SASE) is required to mail you a confirmation notice. **If we do not receive a SASE we will not mail you a confirmation notice and calls or emails to confirm will not be accepted.**
5. All spaces are assigned the week of the festival on a first paid – first served basis, as stated above, within the allotted area. Booth spaces are assigned according to the following factors:
 - Date application and payment is received.
 - Unique/new items – Returning vendor
 - Separation of like vendors; we do our best to keep like vendors separated.

Due to last minute cancellations beyond the control of the organizers we reserve the right to move vendors at the last moment to fill empty spaces. The organizers will do their best to maintain separation between like vendors and keep booths well arranged, but the primary objective will be to keep booth spaces filled with quality items at all times.

FINAL booth space numbers will be assigned less than one day before the first arrival. Kindly do not call in advance of your arrival asking for your booth number, as we will not give out that information due to possible last minute changes.

6. Exhibitors will be responsible for their own exhibits. All chairs, props, tie downs, plugs, electrical cords, hoses, and set-ups are your responsibility.
7. Exhibitors are allowed to pull vehicles up to the curb for unloading during set-up times; *however, you must move your vehicle and/or trailer as soon as possible to allow other vendors needed space to unload.* You will be given a dash plaque to display in your vehicle during the festival.
8. Absolutely no new non-food vendors are allowed to show or sell from a trailer. All vendors must have a canopy that fits completely within their assigned space including weights or tie downs.
9. Prohibited items: 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 exempt unless they shoot projectiles. No illegal knock-off brand items such as purses, clothes, etc., can be sold. No raffles may be held. No one may exhibit or sell items depicting guns, violence, sex, drugs, alcohol, illegal activities, gang signs, inciteful materials or trademarked logos*. (* Trademarked logos are by licensure only. We do not wish to risk someone being prosecuted for copyright violation.)
10. **NO ONE MAY EXHIBIT IN ANY COMMON SPACE** (space other than what is paid for within their 10x10 area). This rule applies to all vendors - breaking it will not be tolerated.
11. Electricity is available only for three day vendors. It is limited in availability and we need to make the best use of the spaces where it is available.
12. No one, under any circumstances, is allowed to “skip” Sunday. If you are attending church services you may delay your opening time until 12:30. We need a full park on Sunday since people who attend on Sunday expect to see what those on Saturday saw. There is no point in having a show on Sunday if the park is only half full. Please do not ask for an exception.
13. No free items may be given out. This includes beverages. Catalogs and literature can be made available upon request but not handed out to all who come by. The festival generates a large amount of trash in and of itself. We do not want to hand people things that will go on the ground or in the trash cans if they don’t want it.

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, 110 South Main Street, Charleston, MO 63834

All contacts must be made via the Chamber of Commerce

REQUIREMENTS FOR ELIGIBILITY:

Items sold must reflect **ONLY** what is represented on the application form and in supplemental photos. Booths will be inspected each day of the festival. Violators may be asked to leave or remove the products in violation. There will be no refunds. The Chamber of Commerce and its representatives reserve 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 pm

Check in before unloading. Unload and set up. **The show organizers will not be there to check you in until 4:00 pm** DO NOT plan on being in the park early.

Friday:

8-11 am

Check in before unloading. Unload/set up. Booths will be inspected throughout the day.

5 pm

Close or you have the option of staying open until 7:00 pm.

Saturday:

7-9 am

Check in before unloading. Unload/set up. Booths will be inspected throughout the day.

5 pm

Close or you have the option of staying open until 7:00 pm.

Sunday:

11 am Craft show starts. Booths will be inspected throughout the day.

4 pm

Close. **Please do not pack up early. If you do, you may not be invited back.**

Booth space must be left clean and free of trash.

CANCELLATION POLICY: Please notify us as soon as possible! No refunds after March 1, 2016. **You may not sell or appoint your booth space to a non-registered crafter. The Missouri Dept of Revenue wants one person to be accountable for sales tax. We provide them with one name & contact info; therefore, you may not split a booth with another vendor or team member (such as direct sales teams).**

GENERAL INFORMATION:

You may leave your booth space set up overnight – at your own risk. Vending space must be kept clean and trash disposed of properly each day.

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

Accommodations for vehicles, trailers and equipment are limited but located in the block directly south of Rolwing Park.

If anyone is skilled in any type of traditional craft and would be willing to demonstrate his or her skills during the festival, please contact the Chamber of Commerce office at 573-683-6509. We would like to have a variety of demonstrations for our customers to enjoy. Such demonstrations always add to a festival and draw attention to one's craft. We may be able to advertise your demonstrations and drive business to you.

Rolwing Park, the site of the Arts and Crafts Fair, is located between 11th and 12th Streets between Commercial and Cypress Streets. The show organizers will be located in the northwest corner of the park to assist you with your check-in *during check-in hours*.

IF YOU ARE NOT SURE IF YOU ARE CRAFT, MIXED, or COMMERCIAL, please call 573-683-6509 and ask! We will be ensuring that everyone pays the correct fees. We would rather help you now than have to face an embarrassing situation later. Please remember, there will be signs to display at your booth stating that you are a crafter, mixed, or commercial booth so everyone can see that you have paid the correct booth rate. To qualify for mixed you must have at least 60% handcrafted (not purchased, tags removed, and retagged). Please do not use handcrafted in China, India, etc. as handcrafted. Handcrafted means handcrafted by you here in America. To qualify for handcrafted you must have 90% handcrafted.

2017 Dogwood-Azalea Festival

Exhibitor Booth Rentals Application

APPLICATION/REGISTRATION

Exhibitor name _____

Business name (if applicable) _____

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 – FRI, SAT, & SUN	2 days – SAT & SUN
Crafter (90% or more handcrafted items)	\$100	\$85
Mixed (crafted and commercial – at least 60% crafted)	\$150	\$135
Commercial (corporate booths or sale of less than 60% handcrafted items)	\$300	\$285
No Information Only Booths Available		
Electrical Hookups	\$25craft or mix/ \$40 comm	Not Available

# of Spaces Needed	Booth Type	Electricity Required	# of Days	Total Fee
_____	Crafter __	Yes _____ No _____	3 _____	\$ _____ check # _____
	Mixed __	_____	2 _____	
	Commercial __	Late Fee _____		
	Info. Only __	_____		

Spaces will not be reserved without payment. Set-up Times: Thursday from 4:00 - 7:00 pm; Friday from 8:00 am to 10:30 am; Saturday from 7:00 am to 8:30 am.

Application deadline is March 26, 2017 and the entry fee is non-refundable after 3/1/17. For confirmation of reservations please enclose a self-addressed stamped envelope (SASE) with your application and payment. If you do not send a SASE we will NOT send a confirmation letter. Please mail your completed application with check or money order payable to:

**Charleston Chamber of Commerce
 110 S Main Street
 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 2017 Dogwood-Azalea Festival 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 2017 Dogwood-Azalea Festival.

Signature: _____ **Date:** _____

OVER TO COMPLETE YOUR APPLICATION

SPECIAL REQUESTS (may or may not be able to be fulfilled)

Are you interested in getting an official Dogwood-Azalea Festival t-shirt that will be held in your name until your arrival?

If so – let us know! We will email you when the design and colors are unveiled.

YES, email me! (email) _____

____ Not now, I will take my chances that your commemorative shirt with that awesome design will still be available in my size and color choice when I get there and decide it is so awesome that I just have to have one.

THANK YOU!

-----OFFICE USE ONLY-----
