



**Dogwood–Azalea Festival**  
**Pickers Garden, April 20-22, 2018**  
**Charleston, Missouri**

**ATTENTION ANTIQUERS & JUNQUETIQUERS:**

The Charleston Chamber of Commerce announces the dates and times of the 2018 Dogwood-Azalea Festival. **This will be our 50<sup>th</sup> Annual Festival so it is sure to be huge!** 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 will be assigned to make the best show layout for everyone. The deadline for the postmark to reserve your booth space is March 30th. After the deadline there will be an extra charge of \$25.00 **IF** any spaces remain available.

Please review the following show rules and regulations

1. All applications must be filled out completely. All fees must accompany the application form. No booth sharing is allowed.
2. All applicants must submit photographs of the **type** of items you plan to sell. If you have done a show before with booth space please send a photo or photos of your set up as well.
3. 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.**
4. All spaces are assigned the week of the festival. Booth spaces are assigned according to the following factors:

- Date application and payment is received. - Unique items

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 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 asking for your booth number.**

5. Exhibitors will be responsible for their own exhibits. All tables, chairs, props, table covers, and set-ups are your responsibility. You will be required to cover all tables.
6. 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.
7. Absolutely no vendors are allowed to show or sell from a trailer.
8. Prohibited items: Weapons of any type, this includes any and all knives, swords, axes, etc. Nothing that shoots projectiles is allowed. 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.)
9. ***NO ONE MAY EXHIBIT IN ANY COMMON SPACE*** (space other than what is paid for within their 8x8 area). This rule applies to all vendors - breaking it will not be tolerated.
10. No electricity is available.
11. No one 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. Please do not ask for an exception.
12. If you are in question as to if your item(s) are allowable please call us ahead of time.

**REMEMBER: THIS IS NOT A YARD OR RUMMAGE SALE! All merchandise offered must be at least 50 years old, just like the festival! Repurposed items welcomed.**

**CONTACT US:**

Phone: 573-683-6509

E-mail: [chamber@charlestonmo.org](mailto:chamber@charlestonmo.org)

Website: [www.charlestonmo.org](http://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 what is represented on the application form and in supplemental photos. Booths may 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, 2018. **You may not sell or appoint your booth space to a non-registered vendor. 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.**

## **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.

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.

Rolwing Park, the site of Antique Alley, is located between 11<sup>th</sup> and 12<sup>th</sup> Streets between Commercial and Cypress Streets. The show is on grass. The show organizers will be located in the northwest corner of the park to assist you with your check-in *during check-in hours*.

**\*\*A LIMITED NUMBER OF SPACES ARE AVAILABLE UNDER OUR TENT(S) THAT MAKE UP PICKERS GARDEN. APPLICATIONS WILL BE SELECTED FOR PLACEMENT BASED ON BEST FIT, NOT FIRST PAID. This being said, THE EARLIER YOU APPLY THE MORE LIKELY YOU ARE TO BE ACCEPTED. \*\***

**2018 Dogwood-Azalea Festival**  
**APPLICATION/REGISTRATION**

**PICKERS GARDEN Application**

Exhibitor name \_\_\_\_\_

Business name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Description of items to be sold**

\_\_\_\_\_  
 \_\_\_\_\_

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

Fee Schedule/Booth Type Booth size: 8' x 8'	3 days – FRI, SAT, & SUN	2 days – SAT & SUN
	\$100	\$85
Electrical Hookups	Not Available	Not Available

# of Spaces Needed	Booth Type	Photos Included?	# of Days	Total Fee
_____	Antique ___	If you've done booths before that show what you will do with us, please include _____ _____ _____	3 _____	\$ _____  check # _____
	Repurposed ___		2 _____	
	Mixed ___			

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 30, 2018** and the entry fee is non-refundable after 3/1/18. 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 2018 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 2018 Dogwood-Azalea Festival.

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

**OVER TO COMPLETE YOUR APPLICATION**

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

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Are you interested in getting an official 50<sup>th</sup> Anniversary Dogwood-Azalea Festival VENDOR ONLY 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 pass on getting this LIMITED AVAILABILITY special commemorative t-shirt.

THANK YOU!

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