



Constitution Square Arts Fest

September 9 - 11, 2011

Festival Terms and Conditions

1. Double booths may be purchased and are encouraged for those with larger items or those that generate large amounts of traffic.
2. Exhibitors that sell anything are required to collect the State Sales Tax (6%) and file a report with the Dept. of Revenue.
3. Someone must be present in the booth during festival hours. Failure to do so may jeopardize acceptance into the festival in future years.
4. Demonstrations or arts related activities are strongly encouraged.
5. Booths must remain open during festival hours. Vendors who dismantle booths prior to 6:00 on Sunday may jeopardize acceptance into the festival in future years.

The 2011 festival hours are: Friday from 9:00 a.m. to 6:00 pm; Saturday from 9:00 a.m. to 7:00 pm; Sunday from 11:00 to 6:00 pm.

SECURITY

Overnight security will be provided Thursday, Friday and Saturday.
You will be responsible to close down and secure the items inside of your booth.

Exhibitor Setup

NEW THIS YEAR, vendors may set up Thursday 9/9 from noon to 6:00 p.m. OR Friday (9/10) from 8:00 to 2:00pm. All vendors are asked to be in place and operating by 3:00 on Friday.
Again this year, we will offer assistance in getting your merchandise to your booth space. Just note your interest on the application.

Parking

You will be given a parking pass for the parking garage for both Thursday and Friday.
If you have extraordinarily large trailers or vehicles that will not fit into a standard garage, please contact us ahead of time so that we can make other parking arrangements.
Area businesses have asked that we not park in their lots. **If you park unauthorized lots, you are subject to towing** (primarily on Thursday and Friday).

Other information you may want to know

Once your booth is set up, you will be expected to remain open during these times.
Friday is "school day" from 9:00 to 2:00 pm. There will be hundreds of school aged children with parents and chaperones on site during these hours. You are encouraged to be setup and selling during school day.
Heart of Danville has secured confirmation that the State will allow use of the bathrooms for the 2011 festival.



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Name			
Co Applicant Name			
Business Name			
Mailing Address			
City			
State & Zip Code			
Email Address			
Website			
Primary Contact Phone			
Cell Phone		Need Assistance Unloading (chk)	

Booth Details:

_____ I require electricity (\$5.00/day). Please enclose a check for your usage. CSAF does not provide cords.

_____ I am handicapped/Request a booth near the handicapped parking area.

_____ I plan on demonstrating at my booth. _____ I want the same spot as last year (or as close as possible)*

Guild Member (please check any/all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Kentucky Guild of Artists & Craftsmen | <input type="checkbox"/> Louisville Art Guild |
| <input type="checkbox"/> Sheltowee Guild | <input type="checkbox"/> Central Kentucky Art Guild |
| <input type="checkbox"/> Other Guild(s): _____ | |

Please check the medium(s) that applies to your booth

- | | | |
|--------------------------------|---------------------------------------|-----------------------------------|
| <input type="radio"/> Ceramics | <input type="radio"/> Leather | <input type="radio"/> Painting |
| <input type="radio"/> Fiber | <input type="radio"/> Metal | <input type="radio"/> Photography |
| <input type="radio"/> Glass | <input type="radio"/> Mixed Media | <input type="radio"/> Wood |
| <input type="radio"/> Jewelry | <input type="radio"/> Natural/Organic | |

List the **Primary Medium** you will feature in your booth _____

**Electricity needs and handicap accessibility often require us to move booths to accommodate. Please understand we will do everything possible to accommodate your request.*

Images (Prefer digital)

The following descriptions must be completed and correlated accurately to the attached/included file names. At least three of the images must be of your work and one of your booth display. (Please remember to title your image files with your name and corresponding description number.) **IF YOU PREVIOUSLY SUBMITTED PHOTOS OR ARE A MEMBER OF THE GUILDS LISTED ON PAGE 1, YOU DO NOT NEED TO SUBMIT PHOTOGRAPHS.**

#1 Title			
Technique & Materials			
Dimensions		Retail Price	

#4 Title			
Technique & Materials			
Dimensions		Retail Price	

#2 Title			
Technique & Materials			
Dimensions		Retail Price	

#5 Title			
Technique & Materials			
Dimensions		Retail Price	

#3 Title			
Technique & Materials			
Dimensions		Retail Price	

#6 Title			
Technique & Materials			
Dimensions		Retail Price	

Additional information you wish to share about your artwork:

I have read this application and agree to abide by the rules and the terms set forth in this application. I assume all responsibility for my products and for safeguarding my display during festival hours. Should the festival close during the designated operating hours due to inclement weather or for any other reason (including security concerns) at the sole discretion of Festival Management, I hereby agree to strictly adhere to the direction of Festival Management.

I agree to indemnify and hold harmless Constitution Square Arts Fest; it's volunteers and sponsors and the Heart of Danville Main Street Program, Community Arts Center, Convention & Visitors Bureau or the Kentucky State Parks for any damage, loss or injury resulting from my participation in this event. I agree to accept all decisions of the jury as final. I agree to allow the Constitution Square Arts Fest use of images & other promotional materials (including photographs and videotapes) taken during the festival for purposes of promoting the festival in this and future years. I agree that the slides submitted are representative of my work. Festival Management reserves the right, in its sole discretion, to advise me of any work that does not meet the standards set forth, and I agree that such work will be immediately removed upon request by Festival Management, and its officials associated with the event. Failure to remove such work upon request, to cooperate with Festival Staff or to comply with the Festival rules may result in my removal from the Festival and/or my being prohibited from future participation. I understand that Festival Management reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.

Signed & Accepted		
Date		
Name (print or type)		

Refund Policy - If you are accepted into the Festival and submit your booth fee, payment becomes a binding commitment. The Constitution Square Arts Fest may turn away other artists who would like to participate; therefore no refunds can be made. However, we do understand that sometimes an unavoidable emergency may arise. In the event of a true emergency, please contact Festival Management.

PAYMENT ARRANGEMENT

Fee Schedule (per 10x10 space):

\$125.00	Postmarked by July 15
\$175.00	Postmarked by Aug. 15
\$200.00	After Aug. 15

Quantity	Description	Amount Due
	10x10 Booth(s)	
	Electricity	
Total Payment Enclosed		

<p><input type="checkbox"/> Check or Money Order Enclosed</p> <p><input type="checkbox"/> Amount Enclosed/Authorized charge on credit card</p> <p>*****</p> <p>Credit Card Type (circle type)</p> <p style="padding-left: 40px;">Master Card Visa Discover</p> <p>Name: _____</p> <p>CC # _____</p> <p>Exp _____ CVC Code _____</p> <p>Signature _____</p>
