

Guidelines

Pea Ridge Arts Fest 2018

“On the Square”

Buena Vista, GA

Date:

Saturday, April 28, 2018

Hours:

Set Up: 8:00-9:45 am

Festival: 10:00 am to 3:00 pm

Calendar:

March 30, 2018:

Deadline for receipt of application, deposit fee and photographs

April 6, 2018:

Applicants will be notified of final decision of the jury committee no later than this date and vendors will be sent a vendor package by this date.

Entry Fee:

\$50 Entry Fee (Nonrefundable) - If received by March 30, 2018

\$65 Late Entry Fee (Nonrefundable) – Received after March 30, 2018

*Make Check Payable To: Marion County, Georgia Chamber of Commerce

Entry Requirements:

- All applicants are required to submit the following:
 - Completed Application Form / Signed Disclaimer/Waiver Form
 - Nonrefundable Entry Fee*
 - Four (4) Photos of Artists' Work (Jpegs are preferred, but photographs are accepted.)
All photos become the property of the Pea Ridge Arts Fest and will be used for selection by the jury, as well as for marketing purposes.
- Application material may be submitted via email, website, or USPS. (Refer to the entry form.)

Festival Guidelines:

- Applicants will be selected on the basis of the quality of the work represented in the photographs or jpegs submitted.
 - Items exhibited should be limited to the category(ies) as listed on the application form.
 - **Artists' Merchandise:**
 - The artist who designs and produces the work must be present at festival to display his/her works.
 - All artists' merchandise must be original, handmade and created by the exhibitor.
 - No imports, kits or items made from kits may be displayed or sold.
 - **Demonstrations:**
 - Demonstrations of the artist's discipline are encouraged, but not required.
 - **Hours of Booth Operation:**
 - Booths must be ready at 9:45 and open by 10:00 AM.
 - Booths must be open and manned at all times during the hours of the festival.
 - Exhibited work is required to remain up until the close of the festival (3:00pm).
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- **Tents:**
 - Vendors are requested to provide and use a white top tent of EZ UP quality or higher (preferably fire approved). **While the festival committee prefers a white top tent, we realize the use of a tent would not be realistic or practical for some. Please indicate this on the application.*
 - The size of the tent should be 10'x10'. Additional tent spaces may be reserved for an additional \$50/\$65 nonrefundable fee(s). Additional spaces should be requested on application.
 - Set up will be on grass and tents should be anchored. Stakes may be used to anchor tents. Ropes may not be used to anchor to other tents or other existing structures.
 - **Tables & Displays:**
 - All displays should be neat and clean.
 - Tables should be covered on all sides to the floor with a professional looking cover.
 - **Storage:**
 - Boxes and other extraneous items should be placed under the tables, behind the skirting or off premises in order to be out of public view.
 - **Parking:**
 - After unloading, vehicles must be moved off the square to designated parking areas and will not be allowed to remain in the exhibition space during the festival.
 - All vehicles should be clear of the exhibition area by 9:30 am.
 - **Electricity:**
 - Electricity requests should be noted on the application form. Electrical options will be limited.
 - All extension cords must be 3-pronged wire (grounded).
 - **Distribution of Information**
 - Exhibitors may display/distribute their names, logos, business cards or biographical information within the confines of their booth.
 - Chairs and/or merchandise will not be allowed outside the tent.
 - **Sales Tax:**
 - The vendor is responsible for collecting and reporting sales tax.
 - **Alcohol:**
 - Exhibitors are not allowed to bring alcohol products to the festival or drink alcohol on the premises.
 - **Disclaimer/Waiver Form:**
 - Neither the Marion County, Georgia Chamber of Commerce nor its agents and/or collaborators will be responsible for any injury, damage, or loss that may occur to the exhibitor, agents, reps, or his/her property from any cause whatsoever.
 - The disclaimer/waiver form must be signed and submitted with the registration material.
 - Exhibitors should obtain, at their own expense, insurance against any loss, damage or injury that may occur.
 - In addition, by signing the disclaimer/waiver, the applicant(s) grants permission to the Pea Ridge Arts Fest Committee to use submitted photographs in advertising for the event.
 - **Security:**
 - Security will be provided from 8:00am until 3:00pm.
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