



2023 Herndon Festival Arts & Crafts Show Vendor Rules and Regulations

Arts & Crafts Show – June 2 - 4, 2023

Apply before March 31, 2023 and receive \$20 off your booth fee.

Please read carefully before signing and returning the application and contract. Keep this document for your reference.

Description

The Herndon Festival is a 4-day outdoor festival with arts and crafts, entertainment, food, carnival, and fun for the whole family. The arts and crafts show is a three day event. The festival is located at the Northwest Federal Credit Union Campus, 200 Spring St., Herndon, VA 20170, and all vendors will be placed in the parking lot.

Eligibility

The exhibitor must be the originator of the items being sold – no “buy/sell.” Commercially-reproduced work, including books, collections, imports or pre-made kits are not permitted. If you are accepted into the show and you display/sell any items that are not handcrafted by the exhibitor, you will be asked to remove the items from your booth. Gourmet foods must be homemade items, not pre-purchased foods.

Application Procedure

For best consideration and booth placement, applications should be received no later than April 3, 2023. Applications received after this date will be reviewed as space is available.

The Herndon Festival Arts & Crafts show is open to all crafters and artisans who meet the requirements, submit complete information and payment by the stated deadlines, and produce hand-made work in the categories above. Participants are selected from submitted photographs. For each category in which you wish to be juried, please submit at least 4 recent and high-quality photographs of your work, including one photo of you making the craft and one of your booth display. Photographs of craft and booth display will be judged by a jury made up of a panel of 3 -5 persons. Ensure the descriptions of your products are complete and your photographs represent the quality of your work in the best way possible.

- Jury selection criteria are based on quality, craftsmanship, originality, uniqueness, and the popularity/ marketability of items that will create a balanced presentation across a broad number of Arts/Craft Categories.
- The jury will review each submitted application and independently rank the applications, ultimately collaborating to achieve final selections.
- If an over representation of applications within one Arts/Craft Category are submitted, the jury

will rank the applications and choose the highest ranked applicants in such a number that in the jury's discretion will establish a balanced presentation in that category.

- Only work representative of that submitted to be juried may be exhibited.
- You may not sell other non-related arts or crafts that were not judged.
- Violators will be removed from the show and removed from our mailing list.
- The decision of the jury is final.

Booth Logistics

- Booths are 10 feet wide and 10 feet deep. Exhibitors will need to provide all materials/equipment for set-up (tables, chairs, backdrops, etc.).
- ALL TENTS MUST BE SECURED AND WEIGHTED WITH A MINIMUM OF 40lb WEIGHTS ON ALL FOUR CORNERS. The tent should be secure enough to withstand a small thunderstorm.
- During Sunday's breakdown (at the specified time), exhibitors may not be able to park their vehicle right next to their booth space. Every attempt is made so exhibitors can get as close as they can to their booth space to load their vehicle. A handcart is recommended to assist exhibitors.

Set Up

- To prevent congestion, included with the exhibitor acceptance package is your assigned set up time. Upon arrival to the festival area, exhibitors will be asked their booth number, provided a parking permit, and directed to the booth location. Be prepared to unload all materials/supplies that are needed to set up the booth. Exhibitors who arrive late should be aware that the festival closes to all vehicles at a designated time. If exhibitors arrive after the gates are closed to vehicular traffic, exhibitors will have to park outside festival grounds and carry/cart materials to their assigned space.
- Exhibitors will park their vehicles off festival grounds once all materials are unloaded. Festival marshals will assist in directing exhibitors to their assigned parking lot. Parking is within walking distance. Exhibitors then return to their booth to finish set up.

- Exhibitors are to be prepared to have their exhibit ready for public viewing/shopping:
 - Friday, June 2 at 4:45pm;
 - Saturday, June 3 at 9:45am;
 - Sunday, June 4 at 9:45am.
- All booths must close promptly at their scheduled time. The arts and crafts show will end earlier than other festival activities.

Parking

Parking is not allowed in the Festival area. Exhibitors are granted one parking permit which will be provided at time of set-up, and the permit is for an assigned lot which is not on Festival grounds. Exhibitors are to display their parking permit on front dashboard. Towing is strictly enforced around the festival area.

Craft Booths

Days	Friday evening, Saturday, Sunday <i>All booths are 3 days</i>
Entry Fee	\$325 <i>(Apply by March 31 and receive \$20 off your entry fee)</i>
Location	NWFCU Campus Parking Lot
Opening Times	Friday at 4:45pm; Saturday at 9:45am; Sunday at 9:45am
Closing Times	Friday and Saturday at 9:00pm; Sunday at 6:00pm

Booth displays are permitted to stay up on both evenings. All items must be enclosed within a tent with sides and must be out of public view. The display and tent should be secured and weighed down and able to withstand a thunderstorm or moderate winds. The vendor is responsible for all items left overnight. The Town of Herndon and NWFCU are not responsible for any merchandise or equipment lost or damaged. There will be an overnight security guard present to help monitor the area.

Corner Space

Corner Booth is an additional fee, not included with booth fee. Exhibitors will be charged separately for the \$35 corner fee when placed. There are no guarantees on receiving a corner booth as these booths are limited.

Weather Information

The Herndon Festival may continue in the event of inclement weather. Exhibitors are to be fully prepared to protect against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions persist, i.e., thunderstorm/lightning, the Festival will temporarily close down and then reopen. Vehicles will not be allowed in the Festival area during cloudbursts - please be prepared to protect your merchandise. Exhibitors are expected to reopen their booths as soon as possible once the weather has cleared and the Festival reopens. No refunds will be issued for inclement weather.

Exhibitor Insurance

It is strongly recommended that exhibitors carry their own insurance policy to cover their property and actions. The Town of Herndon is not responsible for loss or damage to exhibitors or vendors. The Town of Herndon does not insure exhibitors or vendors of any type. Town reserves the right to require a certificate of insurance naming the Town as an additional insured.

Taxes

- **Business and Professional Operators License (BPOL):** All participating vendors must have a current Town of Herndon Business and Professional Operators License (BPOL) or complete a Town of Herndon Business License Application at: <https://www.herndon-va.gov/town-services/revenue-services/business-license-2>. Vendors can wait until acceptance into the show if obtaining a temporary license. ***Vendors must complete the BPOL application no later than May 1. If accepted after May 1, the application and payment must be completed within three business days of acceptance, but no later than May 26, 2023.***
- **Sales Tax:** All exhibitors are required to pay a tax of 6% on all sales made at the Festival to the Commonwealth of Virginia. Information and appropriate forms can be found at the Virginia Department of Taxation website at: <https://tax.virginia.gov/retail-sales-and-use-tax>.

Exhibitor Rules

- In signing the application, exhibitors must understand that all work to be sold must be original, handcrafted, manufactured and executed by the exhibitor. If it is of traditional design, it should authentically reflect its source. Exhibitors understand that should any of the above be found to be untrue, they will be asked to leave the show.
- All fees are non-refundable upon acceptance into the show.
- Credit card number must be included with your application. Applications will not be considered without payment provided. Credit cards will be processed upon acceptance into the show.
- This is an outdoor three-day show and booth spaces may not be completely level.
- Upon exit, exhibitors may not be able to pull a car up to the booth space unless determined to be safe by Herndon Festival staff. If items are left on site overnight, items must be placed in the designated area and stored at own risk.
- The Town of Herndon is not responsible for safe keeping, loss or damage of any merchandise. Exhibitors are responsible for safe storage containment and full value of all materials.
- Electricity is available for some booth locations for an additional fee of \$75.

- Exhibitors are not permitted to bring alcohol or pets, except service animals, into the festival area.
- Exhibitors may not sublet any portion of their space to another exhibitor.
- Open flames are not permitted.

Submission Information

Applications submitted must include the following:

1. Application completed in full and legible, all pages.
2. At least four (4) photographs labeled with your name and address including one photo must be representative of you making the craft and one photo of your booth display. Photos can be emailed to parksandrec@herndon-va.gov.
3. Payment page with your credit card number must be included with your application.
4. If you desire your printed pictures to be returned, please include a self-addressed stamped envelope with sufficient postage.

Please send the completed 2023 Herndon Festival Arts and Crafts Vendor Application with your payment and keep the 2023 Herndon Festival Arts & Crafts Vendor Rules and Regulations for reference.

Herndon Parks & Recreation Department
ATTN: Herndon Festival Arts and Crafts
777 Lynn Street
Herndon, VA 20170
parksandrec@herndon-va.gov

Early Discount Deadline – Application must be postmarked

by March 31, 2023

Application deadline is April 3, 2023

All notifications of approvals will be emailed by April 14, 2023.

**In person application drop off to Herndon Community Center
814 Ferndale Ave., Herndon, VA 20170**

Contact

Herndon Parks & Recreation Department
777 Lynn Street
Herndon, VA 20170
(703) 787-7300
Fax (703) 318-8652
parksandrec@herndon-va.gov