

# 2018 arts & crafts EXPO

Apply by February 28 - SAVE \$50 | Refer a Friend - WIN A FREE SPACE

## REFERRAL INCENTIVE

Help us spread the word to your crafter colleagues, for a chance to get your booth for free! We will draw one winner for every five (5) vendor referrals. In order to count as your referral, the crafter MUST list your name on the "Referred by" line of their application, must not have vended at Decatur Celebration '13, '14, '15, '16, or '17, must pay for their booth in full with their application, and must be accepted by the Festival Crafter Committee.

## FESTIVAL DATES/TIMES

Friday, August 3 5:00 pm - 11:00 pm  
Saturday, August 4 11:00 am - 11:00 pm  
Sunday, August 5 11:00 am - 9:30 pm

Exhibitor must set up all three days and stay open to close, rain or shine, each night. A representative must be in the booth at all times. If the closing time is abused, the exhibitor will be removed from the festival and not invited to return.

## ACCOMMODATIONS

Vendor fees include designated space on festival grounds and a parking permit. Vendors must supply their own set-up. We do not provide tents, tables, chairs, etc. No staking into the streets. Cords must be tethered or weighted down by cement blocks or weights. No animals allowed.

## PRODUCT RULES

All arts & crafts vendors must make 90% of their product(s). The festival will not accept face painters, caricaturists, air brush products, any type of tattoo art, including Henna, or items deemed to be "commercial" in the arts & crafts area. This is at the discretion of the Festival Producer and Arts and Crafts committee. A very limited number of clothing vendors will be allowed and all clothing items must be first-class, hand-crafted art wear. We reserve the right to limit the amount of same or similar product vendors and to grant exclusives on products.

## PAYMENT

Full payment is required with all applications. We CANNOT hold a space without payment in full. This will be strictly adhered to for all vendors, regardless of latitude given in the past. If space is sold out or your product is not accepted, your fee will be returned. There will be a \$50 charge for all NSF checks for any reason. **NO REFUNDS AFTER ACCEPTANCE.** A no-show will result in a forfeit of fees.

## SPACE ASSIGNMENTS

Spaces are sold in 10'x10' increments. No multiple booth discounts. Space is assigned in order that applications are received and at the discretion of the event manager.

## RETURNING CRAFTERS

Crafters must re-apply and pay in full by February 28 to request the same spot. We do our best to honor requests.

## ELECTRICITY

Vendors who indicate they need electricity and pay for hook-up will be given a permit in their gate package that **MUST BE DISPLAYED AT ALL TIMES** during festival weekend. Vendors will not be allowed to plug in without a permit. Vendors who do not indicate that they need electricity and wish to plug-in at the festival will be charged a \$75 electric fee. Total electrical usage is limited to 600 Watts or 5 amps unless special arrangements are made in advance. CFL (Compact Fluorescent) bulbs or LED lamps are highly encouraged. Vendors must have at least 1- 50' extension cord to attach to the power source.

## PARKING

You will be issued one parking space per 10x10 space. Even with a pass, parking is limited and on a first-come, first-serve basis. The earlier you set up, the better your parking options will be. Parking is not permitted in your space or on the sidewalk. Limited RV parking is available upon request. RV spaces do not offer electricity or bathroom facilities. Parking and RV passes will be included in your arrival package.

## SECURITY

Decatur Celebration provides around-the-clock police security, and is not responsible for any losses the exhibitor incurs, either financial or merchandise.

## TAXES

Each vendor is responsible for acquiring and paying state and city taxes. The forms will be enclosed in your arrival packets.

## WRISTBANDS

You will be issued one wristband per booth. Wristbands are required in order to purchase food or beverage at the festival.

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## 2018 Decatur Celebration Arts & Crafts Application (please print legibly)

New vendors and returning vendors with new products must submit four photos of their product, two must show the work in progress. Photos can be mailed with the application or emailed to [cheryl@decaturcelebration.com](mailto:cheryl@decaturcelebration.com). Payment must accompany application.

Please select the appropriate option:  Returning Vendor  New Vendor  Referred by \_\_\_\_\_

Business Name \_\_\_\_\_ Contact \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Item(s) to be sold \_\_\_\_\_

## FEES DUE WITH APPLICATION

#Spaces \_\_\_\_ x \$250 per space (\$200 if before Feb. 28) \$ \_\_\_\_\_

\$50 Electric Hook Up (must bring extension cord) \$ \_\_\_\_\_

TOTAL VENDOR FEE ENCLOSED \$ \_\_\_\_\_

RV PERMIT REQUEST (first come, first serve basis) Y / N

Submitting this application confirms that you have read the regulations and agree to comply. This is not a contract, payment will be returned if booth is not approved. Make checks payable to Decatur Celebration, Inc.

### Questions? Please Contact:

Cheryl Pinkley  
217-423-4222 x103  
[cheryl@decaturcelebration.com](mailto:cheryl@decaturcelebration.com)

### Mail Application and Check To:

Decatur Celebration, Inc.  
160 E. Main Street, Suite 200  
Decatur, IL 62523