



HOMESTEADS APPLE FESTIVAL CRAFTS SHOW

EXHIBITOR INFORMATION & RULES SHEET

Saturday & Sunday, September 23- 24, 2017

Crafts Show Director - Vicki Vaden (931)456-5699

vsvaden@gmail.com

Dear Craftsmen,

The 14th Annual Homesteads Apple Festival Crafts Show will be held Sept. 23- 24, 2017 on the grounds of the Homesteads Tower and Homesteads Elementary School at the junction of Highway 127 South and State Route 68, Crossville, TN. Exhibitors are encouraged to demonstrate their craft or art for the public's enjoyment, but this is not a requirement. The application refers to the rules below, please keep this sheet for easy reference. Feel free to contact the show director if questions arise. We want everyone to have a great show!

Application Deadline – August 25, 2017 – (Late Fee of \$25 charged after deadline)

Categories Accepted – Fine crafts, country/traditional crafts, fine art/prints/cards, photography, authors.

Acceptability Guidelines – All items must be listed on application and be pre-approved by show director. All items must be your original work. Crafts assembled from commercial kits, crafts bought for resale (including pre-assembled jewelry, etc.) and plastic crafts will not be approved. You may not bring the work of someone else. Shared booths are available, see below. While not required, photographs of your items and promotional materials such as newspaper articles about you and your work may be sent with your application. These materials will not be returned to you but will give the show director a better understanding of your work. The promotional materials may be used in advertising the festival.

Food Sales in Crafts Booths –Because the festival is now a two-day event, everyone is required to follow TN Department of Health regulations for Food Service Establishments on all food products sold at the festival. Any food products you wish to sell must be listed on your application and are subject to pre-approval. (Bake sale items, items bought for resale and beverages will not be approved.) Home-canned jams, jellies, apple butter, vegetables, dried fruit, etc. will be approved only if the products are prepared by the exhibitor and the products are not likely to be eaten on-site during the festival. These items must be clearly labeled with all ingredients and your name & address.

Show Promotion –Apple Festival will be promoted in the following: local newspaper, local radio, CHTA, Chamber of Commerce and Tennessee Tourism websites, posters in storefronts, flyers, CHTA fall newsletter, signs and banners around Crossville and Fairfield Glade.

Space Info – Spaces are 12ft X 12ft on grassy lawn between the museum and the school. Spaces will be numbered and assigned by show director. In order not to have gaps between exhibitors around the perimeter row on Sunday, the Saturday-Only Exhibitors will be placed on inside rows. Exhibitors applying for both days must show both days. Exhibitors who apply for both days and only show on Saturday will not be invited back. Contact show director in case of emergency that will prevent you from fulfilling your agreement.

Chairs, Tables, Tents – Exhibitors must provide all chairs, tables and tents for your space. Tables should be draped to within 10 in. of the ground. All packing materials and boxes should be hidden or draped during show. Mark tent stakes & ropes for the public's safety.

Electricity - Not available

Prohibited Item - No pets, unattended children, firearms, alcoholic beverages, offensive or adult-rated items, political items. No food or beverages may be sold in crafts booths unless pre-approved, (see above). Items deemed offensive, of poor taste or not in compliance with the show's eligibility rule about originality must be removed from sight at the show director's sole discretion.

Shared Spaces – Two parties may share a space. Both exhibitors must submit applications (stapled together) & attend the festival.

Unloading & Set-Up – Friday 4:00 p.m. until dark and Saturday 6:00 a.m. – 10:00 a.m. – This year the show hours are: Saturday 10 – 5 and Sunday 11 – 4. Vehicles must be moved to parking areas before 9:00 am. Saturday and before 10:00 a.m. Sunday. Exhibitors should be set-up and open for business by 10:00 Sat. and 11:00 Sun.. Please use caution when moving vehicles. Please do not apply for a space if you cannot stay the whole day.

Exhibitor Parking – One parking pass for each exhibitor will be mailed, along with a site map that shows the location of your space(s) about a week before the festival. Parking is free. Exhibitors who park within the festival fence will not be able to move vehicles during festival hours because the gates will be closed. You may park outside the fence and come and go freely during the festival. **Exhibitors must not park in paved handicap spaces in front of the school**, these spaces are reserved for handicapped visitors. If you need handicap parking indicate this as a "Special Need" on the application form and the show director will work to place your booth as close as possible to a parking space.

Security – Valuables should not be left in booths after-hours. Security will be watching the festival site on Friday and Saturday nights but CHTA will not be responsible for any loss, theft or damages.

Restrooms – Available in school and museum. Port-a-lets will also be set in yard.

Space Fee - \$65.00 per space must accompany application form. There is no discount for Saturday-only exhibitors. A \$35 Returned Check charge will be required if your check bounces. Applications are reviewed when received. Exhibitors who are approved will be notified by email or by phone of their approval. Exhibitors who are not approved will be promptly notified and their check will be returned to them.

Cancellations – No refunds after September 10, 2017. Exhibitors must contact show director to cancel.

Packing up early- Apple Festival's advertised hours are 10:00 - 5:00 on Saturday and 11:00 – 4:00 Sunday. **Exhibitors shall not start packing up before closing time unless show director gives permission to all to do so. Violators of show rules will not be invited back.**

Rain Date – Sorry, no rain date. Exhibitors are encouraged to be prepared to protect your merchandise in case of rain.

Site Map and Further Information showing where your space will be located will be sent out about a week prior to the festival. Your exhibitor badge will be in the envelope and must be worn as identification during the festival and will allow you to go through admission gates without charge.

Public Parking is FREE. Public Admission is \$5.00 per person. includes both days. (ages 10 & under free).



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CRAFTS SHOW
EXHIBITOR APPLICATION**

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Crafts Show Director – Vicki Vaden (931) 456-5699

Vicki's email address: vsvaden@gmail.com

Application Deadline – August 25, 2017 (\$25 late fee after deadline)

No refunds after September 10, 2017. No Rain Date. No Refunds for Bad Weather

Please return application with payment to: **Vicki Vaden, 371 Highway 68, Crossville, TN 38555**
Make checks payable to C.H.T.A. (Additional forms can be downloaded at www.cumberlandhomesteads.org)

Exhibitor Name(s) _____

Phone (_____) _____ Cell Phone (_____) _____

Address _____

City _____ ST _____ Zip _____

Email _____ Website _____

Items Selling _____

Special Needs or Request _____

I will demonstrate my craft/art at my booth Y _____ N _____

Name for Booth _____

Names for Name Tags _____

(Limit 4 per exhibitor) _____

Space Fee - \$65.00 -12' X 12' Outdoor Space. No. of spaces ____ X \$65.00 = _____ Enclosed

I will be showing both days. _____ *I will be showing only on Saturday.* _____ *I will be showing only on Sunday.* _____

The undersigned exhibitor agrees: I will abide by all the rules and regulations of the Homesteads Apple Festival and Crafts Show and will hold C.H.T.A. (Cumberland Homesteads Tower Association) & Homestead Elementary School, workers, volunteers, staff and Cumberland County Tennessee harmless for all claims, liabilities, costs, expenses and damages which may result from the participation in the Homesteads Apple Festival activities. C.H.T.A. has my permission to use images or video of my booth, products and/or person for the purpose of advertising and promoting of Homesteads Apple Festival.

I further agree that I am solely responsible for and will comply with Tennessee Department of Revenue rules for the collection and reporting of Tennessee State Sales Tax on sales in my booth.

Exhibitor Signature _____ Date _____