

CHESAPEAKE HOLIDAY CRAFT SHOW APPLICATION

<p>Chesapeake Conference Center 700 Conference Center Drive Chesapeake, VA 23320</p> <p>Saturday, November 20 10 a.m. to 5 p.m.</p> <p>Sunday, November 21 11 a.m. to 4 p.m.</p>	<p>Crafter Application Fee Information</p> <p>Early Bird Application Fee (March 1 - 31 postmarked): \$10.00 Regular Application Fee (April 1 - May 31 postmarked): \$15.00 Late Application Fee (June 1 - July 31 postmarked): \$25.00</p> <p>An application fee must be included with your application to be considered for the Show. Please make checks payable to "Chesapeake Treasurer"</p>	<p>Crafter Acceptance Fees</p> <p>Resident \$125 OR Non-Resident \$135</p> <p>Electrical Access \$60 per outlet</p> <p>Acceptance Fees are payable after notification of placement. <i>More details on page 2.</i></p>
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Please fill in **ALL** lines with (*). If not applicable, write **NA**.

NAME *

Business Name *	Do you require handicap accessibility * YES NO
Address *	
City *	State * Zip *
Home / Other *	Cell *
Email *	What is your preference of notification? (please circle)
(Our policy prohibits sharing email addresses)	EMAIL USPS mail

CRAFT CATEGORIES

Please check all categories that apply to items in your booth. Assign a percentage to each applicable category to total 100%. See example in yellow box below.

EXAMPLE		PERCENT
Woodworking	<input checked="" type="checkbox"/>	75%
Floral	<input checked="" type="checkbox"/>	25%
	TOTAL	100%
CATEGORIES		PERCENT
Woodworking	<input type="checkbox"/>	
Painted Wood	<input type="checkbox"/>	
Wood Carving	<input type="checkbox"/>	
Stoneware Porcelain	<input type="checkbox"/>	
Ceramics	<input type="checkbox"/>	
Pottery	<input type="checkbox"/>	
Clay	<input type="checkbox"/>	
Floral	<input type="checkbox"/>	
Wreath	<input type="checkbox"/>	
Needlecraft	<input type="checkbox"/>	
Jewelry	<input type="checkbox"/>	
Stained Glass	<input type="checkbox"/>	
Decorated Fabric	<input type="checkbox"/>	
Soaps / Candles	<input type="checkbox"/>	
Soft Sculpture	<input type="checkbox"/>	
Other Describe:	<input type="checkbox"/>	
	TOTAL	100%

List previous shows where you have exhibited:

Were you a crafter in the 2019 Craft Show? Yes No
 Will you require electricity? Yes No

*Corner booth placement is at the discretion of the event programmer.
 No additional fee requirement.*

HOW ARE VENDORS SELECTED?

Selection is based on a point system based on the following criteria:

Quality	5 points
Creativity	5 points
Originality	5 points
Show Appeal	5 points

Items must be **handcrafted and of original design**. Crafters must submit a **minimum** of (3) current color photos. Photos must represent what you intend to display at the Show. Please see page 2 for approved display guidelines. Photos will not be returned.

PLEASE READ and initial after each statement to acknowledge you have read it.

- Application, photos and application fee must be received by **July 31, 2021** (see front page for fee amounts). Applications may be hand-delivered to the Administrative Office at 1224 Progressive Drive, between the hours of 9 a.m. to 5 p.m., Monday through Friday. We are not responsible for lost or misdirected mail. The crafter application fee is **NON-REFUNDABLE** for any reason other than show cancellation by Parks, Recreation and Tourism. _____
- All applicants will receive notification by email (preferred method) or USPS mail on or before **August 31, 2021** indicating whether or not you have been selected for the show. Acceptance Fees (Resident/Non-Resident and Electrical Access) must be received by **September 30, 2021**. Alternates will be notified on/around **October 8, 2021**. _____
- The number of vendor spaces for the 2021 Holiday Craft Show will be limited to 50.** This will ensure adequate spacing between booths and will encourage physical distancing between shoppers. Other measures and requirements may be implemented to ensure the health and safety of all participants. _____
- I acknowledge the criteria of the selection of vendors is based on the outline point system and is not based on tenure or previous involvement in the Chesapeake Holiday Craft Show. _____
- NO FOOD Sales** will be allowed (except for pet consumption, e.g. gourmet dog biscuits). All exhibitors must exhibit their own work. Items must be **handcrafted and of original design**. No pre-manufactured components or kits. Crafters may not sell items that are not their own work. _____
- All items displayed must be for sale and clearly priced. In addition, items used for display purposes must be clearly marked "NOT FOR SALE." Crafters are responsible for reporting their own sales tax. These forms will not be provided at the Show. _____
- Exhibitors must furnish their own set-up; however, (2) chairs will be provided free of charge. Use of Conference Center dolly/cart is not guaranteed. Booth spaces will be 10'x10'. All items must fit within the booth space. Booths must be open for the duration of the show. Tent frames may be used, but NO tent canopies or walls are permitted according to the fire code. _____
- Corner spaces are limited to availability and scope of vendor craft. Placement is at the discretion of the event programmer. Items will not be allowed to be sold beyond the bounds of the designated 10x10 space if it impedes the flow of foot traffic or becomes a trip hazard. This is at the discretion of the event programmer. If you are purchasing electrical access, the fee is \$60 per outlet. If an additional outlet is needed, there is an additional fee of \$60. There are limited spaces available for electrical access. _____
- Crafters must exhibit handcrafted work** or risk being removed from the Craft Show. The Craft Show committee will view displays at intervals throughout the Show to ensure all rules are being followed. The committee shall have the right to remove any works or items considered inappropriate and demeaning to the intent of the show. Examples include, but are not limited to: profanity, derogatory messages, violence, alcohol consumption, etc. _____
- The City of Chesapeake does not provide insurance coverage for vendors or crafters. _____

Mail to: Holiday Craft Show
Chesapeake Parks, Recreation & Tourism
1224 Progressive Drive
Chesapeake, VA 23320

Hand Deliver: To the above address.

Questions: Shelley Hunter, 382-6411 or email: shunter@cityofchesapeake.net

By submitting this application, I acknowledge that I have read the rules and regulations regarding the **2021 Chesapeake Holiday Craft Show** and agree to comply with the provisions therein. I acknowledge that my application is my commitment to the Show after being accepted by the committee. I also acknowledge the criteria of the selection of vendors is based on the outline point system and is NOT based on tenure or previous involvement in the Chesapeake Holiday Craft Show.

Signature: _____ Date: _____