

CHESAPEAKE HOLIDAY CRAFT SHOW APPLICATION

Chesapeake Conference Center

700 Conference Center Drive
Chesapeake, VA 23320

Saturday, November 16 - 10 a.m. to 5 p.m.
Sunday, November 17 - 11 a.m. to 4 p.m.

NEW !!! Crafter Application Fee Information

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 - June 30 postmarked): \$25.00

Crafter Acceptance Fees

Resident \$125
Non-Resident \$135
Electrical Access \$60

Crafters **MUST** include an **Application Fee ONLY** when submitting their application. Please **DO NOT** send acceptance fees until after you have been notified of placement (*Please see rules on back for more information*). Make Checks Payable to "Chesapeake Treasurer"

(please fill in **ALL** lines with (*). If not applicable, write in **N/A**)

NAME *

Business Name *

Do you require handicap accessibility * YES NO

Address *

City *

State*

Zip *

Home / Other *

Cell *

Email *

(Our policy prohibits sharing email addresses)

What is your preference of notification? (please circle)

EMAIL

USPS mail

CRAFT CATEGORIES

Please select all that apply. Under percent, please list out 100% what your booth consists. See example below.

(EXAMPLE) Woodworking	<input checked="" type="checkbox"/>	100%
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"/>	

List previous shows where you have exhibited:

Were you a crafter in the 2018 Craft Show? Yes No

Will you require electricity? Yes No

Corner booths placement are at the discretion of the event programmer. No 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 reverse side for approved display guidelines). Photos will not be returned. **Pictures ARE required for all submissions regardless of previous participation in the Holiday Craft or Indian River Christmas Craft Show.**

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

- Application, photos and application fee must be received or delivered by JUNE 30, 2019 (see front page for fee amounts). Applications may be hand-delivered to the main administrative office at 1224 Progressive Drive, between the hours of 9 a.m. to 5 p.m., Monday through Friday | 10 a.m. to 4 p.m., Saturday & Sunday. We cannot be held responsible for lost or misdirected mail. The craft application fee is **NON-REFUNDABLE** (online and paper copy). _____
- All applicants will receive notification by email (preferred method) or USPS mail on or before **July 19, 2019** indicating if you have been selected for the show. Acceptance Fees must be received by **August 17, 2019**. Alternates will be notified on/around **August 28, 2019**
- . 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. _____
- 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, kits, or fine art will be considered (ex. paint on canvas). Also, 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. You are **NOT ALLOWED** to sell beyond the bounds of your 10x10 space if it impedes the flow of foot track or becomes a trip hazard. This is at the discretion of the event organizers. If you are purchasing electrical access, the fee is per outlet. If you need an additional outlet an additional fee is required. 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 not limited: profanity, derogatory messages, violence, alcohol consumption, etc. _____
- The City of Chesapeake does not carry insurance coverage for vendors or crafters. _____

We are currently working with the conference center about the availability of crafters have outside food for their own consumption due to some dietary restrictions. More information to follow.

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

Hand Deliver: The address listed above

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 **2019 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: _____