

Holiday Craft Show FAQs:

1. WHAT ITEMS MAY BE SOLD?

Handcrafted items of original design. No pre-manufactured components, kits or fine art (ex. paint on canvas) will be considered.

2. CAN I SELL ITEMS MADE BY SOMEONE ELSE?

No. All exhibitors must exhibit their own work both days.

3. I MISSED THE DEADLINE. IS THERE A WAITLIST FOR CANCELTION SPOTS?

No. If there are cancelations, replacement vendors are selected from alternate vendors that submitted applications but were not initially chosen.

4. ARE FOOD SALES ALLOWED?

No food sales (including foods that are preserved in jars) are permitted due to health and safety reasons. Pet food items are permitted.

5. HOW ARE VENDORS SELECTED?

Selection is based on a point system based on the following criteria: quality, technique, creativity, show appeal, and originality.

6. WHAT ARE THE APPLICATION SUBMISSION GUIDELINES?

Applications may will not be accepted before the opening date or after the closing date for submissions (see Timeline above). A minimum of (3) current color photos are required to be submitted along with the application.

7. WHY DO I HAVE TO SUBMIT PHOTOS?

Photos of your items along with photos of the items in your typical booth display are helpful in the selection process. Photos must represent what you intend to display at the show. While we understand that not everyone has professional photography skills, these photos are instrumental in the selection process so please do your best to submit clear, crisp, well-lighted photos that show your items well. If you participated in the craft show the

previous year, you do not have to provide new photos unless your product has changed.

8. WHAT ARE BOOTH SPACE DIMENSIONS AND WHAT IS PROVIDED TO VENDORS?

- Booth spaces are 10'x10' and all items must fit within the booth space.
- Tent frames may be used but NO tent canopies or walls will be permitted per the fire code.
- 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.
- Corner spaces are limited to availability and scope of vendor craft.
- Booth assignment is at the discretion of the event programmer.
- Vendors are NOT ALLOWED to sell beyond the bounds of the 10'x10' space if it impedes the flow of traffic or becomes a trip hazard and is at the discretion of the event programmer.
- Items/objects posted or displayed must be less than 8' tall and 4' wide, and safely secured to prevent falling or becoming a trip hazard.
- If you are purchasing electrical access, the \$60 fee is per outlet. If an additional outlet is required, an additional \$60 fee must be paid.
Note: there are limited spaces available for electrical access.

9. WHAT ARE EXHIBIT GUIDELINES?

- 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 and paying their own sales tax. These forms will not be provided at the show.
- Booths must be open for the duration of the show.
- 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.
- Note: the City of Chesapeake does not carry or provide insurance coverage for vendors or crafters.