



Town of Occoquan

Fall Arts & Crafts Show

2019 Commercial Products

Application

2019 Fall Show
September 28 & 29, 2019
Saturday 10AM-6PM, Sunday 10AM-5PM

Thank you for your interest in the Town of Occoquan's Arts & Crafts shows!

Event Summary

During the first full weekend of June and the last full weekend of September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery with hundreds of talented crafters and artisans from across the region and all around the United States. Each show brings about 10,000 people to Occoquan for fun, food, and shopping.

Exhibitor Rules & Regulations

- While vendors may cancel at any time, there are no transfers from show to show and **no refunds** once a vendor has been accepted into the show.
- This outdoor event is held **RAIN OR SHINE**.
- Each vendor is responsible for their own display materials. Tents, tables, and chairs are **not** provided. The Town does not provide electricity or water to vendors.
- Only vendors accepted in to the Occoquan Arts & Crafts Show are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.
- All work and displays must stay within vendor's designated spot. No boxes, extra merchandise, or debris should be visible. The assigned area must be kept clean throughout the event and be left spotless afterwards.
- Vendors must participate and tables must be staffed both days for the full duration of the show. Unless prior approval is granted, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- There is no smoking in tents allowed. Dogs belonging to vendors are allowed if leashed and not bothersome to patrons or neighboring vendors.
- Vendors may not distribute material outside of their designated booth space or loudly solicit visitors into their exhibit space. Amplified music is not permitted, with the exception of entertainment contracted by the Event Director.
- Rude, obscene, or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff, or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- Vendors must have goods available to sell at the event. No booth spaces will be reserved for service vendors for this show.
- All local laws must be followed.

Categories

Categories that may be considered for placement in the Marketplace sector (Commerce St) only:

- Direct marketing companies and redistributors
- Commercial businesses that will resell products (but not services) at the event.

Categories that may be considered for placement on side streets (Washington St and Union St):

- Independent designers with ethically sourced or lightly manufactured goods that fit into the Occoquan Arts & Crafts Show aesthetic. (Please note that the applicant must describe the sourcing and manufacturing of the items on the application and artist/maker/designer must be in attendance at the show.)

Application Instructions

All applications **must be accompanied by 4 photos: 3 showing samples of your goods for sale, 1 of your booth**. Photos are accepted electronically. Images should be of jpeg format with image size less than 1.8 MBs. Alternatively, photos may be mailed with the application. Please include a self-addressed, stamped envelope with your entry form *only* if you want your photos returned. Please note any specific requests that you may have on the application form. Requests will be considered but are not guaranteed.

Fees

Registration is not complete without full payment and signed application.

- If paying with credit card, please visit www.occoquanva.gov/arts-and-crafts-show.html and follow the directions to pay via PayPal.
- If paying with check or money order, make payable to TOWN OF OCCOQUAN. **Be sure to specify Fall Show on the check, what you are paying for (booth, parking, etc.), your company's name, and your contact information.**
- If preferred, you may pay in cash at Town Hall during regular business hours, Monday through Friday 9AM-4PM. **Please do not send cash in the mail.**
- In Town parking is available for an extra \$75 per show. Spaces are limited; allocation is on a first come, first serve basis.

Checks will be deposited upon receipt. Please note that a deposited check does not equal acceptance into the show. Booth fee payments will be returned in full if you are not accepted into the show. A \$35 fee will be charged each time a check is returned for insufficient funds. Checks will be accepted for payment up to two weeks before the event date. After that, credit card, cash, or cashier's check are required.

	Early Bird Expires June 2, 2019	Regular Rate Expires August 31, 2019	Premium Rate After August 31, 2019
10' x 10' Booth (Vendor)	\$350	\$375	\$425

Exhibitor Cancellation

Vendors may cancel for any reason, but once an application has been received and processed, there will be **NO REFUNDS** for any reason, unless the vendor is not accepted into the show.

Completed Form, pictures and payment may be mailed to: Occoquan Arts & Crafts Show P.O. Box 258 Occoquan, VA 22125, or **e-mailed to:** jlittle@occoquanva.gov or **delivered to:** Town Hall at 314 Mill Street, Occoquan, Virginia during business hours Monday-Friday 9AM-4PM.

FOR QUESTIONS OR FURTHER INFORMATION, E-MAIL JLITTLE@OCCOQUANVA.GOV OR CALL 703-491-2168.



TOWN OF OCCOQUAN
2019 Fall Arts & Crafts Show
September 28 & 29, 2019
EXHIBITOR'S APPLICATION
COMMERCIAL PRODUCTS

TOWN USE ONLY

CHECK# _____

AMT.: _____

DATE: _____

COMPANY NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER*: _____

E-MAIL (REQUIRED): _____

WEBSITE URL: _____

*Please provide a cell phone number where you can be reached during the show.

DESCRIPTION OF ITEMS SOLD: _____

Price Range of Most Items

\$10-\$50 \$50-\$100 \$100+

Have you exhibited in our show before?

Yes No

BOOTHS and PARKING

Fall Show, September 28 & 29, 2019
Number of 10'x10' booths requested _____
Early Bird (*before* June 2): **\$350** per booth
Regular Rate (*after* June 2): **\$375** per booth
Premium (*after* August 31): **\$425** per booth

Optional In Town Parking: +\$75.00

If you wish in Town parking, include vehicle make, model, and license plate.

TOTAL AMOUNT DUE: _____

Notes: _____

Personally and on behalf of the entity named above, the undersigned declares: I have read and understand the attached rules and regulations. I represent and warrant that I own or have a legal right to use any copyrights related to work that I market or sell. I waive any claims I may have now or in the future against the Town of Occoquan or any of its officers, agents, or employees (collectively, "the Town") for any personal injury, property damage, or loss of any kind related to the Craft Show, except for intentional acts by the Town, nor will I be a part of any legal action against the Town. I agree to be responsible for the collection and payment of Virginia State Sales Tax. I also understand that while vendors may cancel at any time, there are no refunds.

Signature _____ Date _____

REGISTRATION IS NOT COMPLETE WITHOUT FULL PAYMENT AND SIGNATURE.