

ARTS & CRAFTS INFORMATION

This is a five day event – July 18th thru the 22nd 2012

DEADLINE:

April 30, 2012, after that date, applications will be reviewed on a space available basis.

REQUIREMENTS:

There are four different categories of Vendors for our Show:

The first is a Juried Show for hand made Arts & Crafts. Please fill out the additional paper work for the Jury review.

The second is Commercial vendors, just fill out and send in the first application form. **Capital Lakefair will not allow exclusivity of the selling of a particular item.**

The third is Chiropractic & Massage Vendors, just fill out and send in the first application form. This type of vendor is limited to three (3) spots.

The fourth is Non-Profit Vendors, just fill out and send in the first application form. This type of vendor is limited to six (6) spots.

APPLICATIONS:

Applications are taken on a first come, first serve basis. In order for your application to be considered, it **must** be complete and have all of the required paperwork and payment; this means the application must be completed, photos and a list of what items you will be selling needs to be included, your check, money order, or credit card information must be attached, your email must be on your application, your UBI# must be included (if applicable), and your Certificate of Liability insurance must be included. We must have a list of items that you are going to be selling; if you display an item that was not previously approved, you will be forced to remove it.

THIS IS A FAMILY FRIENDLY EVENT-NO DRUGS, ALCOHOL, OR ADULT THEMED ITEMS WILL BE ALLOWED TO BE SOLD OR DISPLAYED IN THE PARK!

SPACE ASSIGNMENTS:

Vendors need to check-in at the **Registration Tent** anytime between 8 am & 5 pm AND then from 6:30 pm to 8:30 pm on Tuesday, July 17, 2012. **You will be given your booth space at the time of your registration.** Any vendor who has not checked-in by 7:30 pm on Tuesday will have to wait until 8 am on Wednesday to get their assigned booth and begin their setup. Any vendor who has not checked in by 11 am on opening day will not be allowed in the park.

SET UP/TEAR DOWN:

Setup will begin on **Tuesday** at 8:00 am and will continue until 8:30 pm on Tuesday. Wednesday morning setup begins at 8:00 am and must be completed by 11:00 am so all vendors will have time to attend the 11:15 am vendor meeting.

For safety and traffic control reasons, booths must be taken down before 5:30 pm and you must be out of the park by 6 pm on Sunday, or you will not be able to tear down until the close of the show on Sunday, July 22, 2012. You may also tear down on Monday, July 23, 2012 from 7 am to 11:30 am.

The Arts & crafts booths open at Noon each day and close at 10 pm (except for Sunday-it closes at Midnight), we ask that you have your booth open by Noon and remain open until 10 pm.

TENT SIZE:

We have two space sizes available- a 10x10 and a 10x20, **your tent, sandwich boards, displays, and overhangs must fit within the space size that you paid for.** If not, you will either be required to remove displays, etc. to maintain the correct size, or you will be required to pay extra for the additional space that you are using. Your tent will have access from at least one side, and we will try to accommodate two sides if at all possible.

PARKING:

There is no parking in the park except for loading and unloading and you will only have 15 minutes to load and unload. All vendors will be timed. Our vendors will need to find their own parking outside of the park. **Any vehicles in the park after the set-up/tear down times will be towed at vehicle owner's expense.**

COMMUNICATION:

Lakefair volunteers will place phone calls to vendors as follows:

1. You will be called to inform you that you have been accepted as a vendor.
2. You will be called to inform you that your application is not completed and you will be told what needs to be received by us in order for it to be considered complete.
3. You will be called to inform you of whether or not your payment has been received and processed.
4. You will be called to inform you of the requirements for checking in and to answer any questions that you may have regarding this process.
5. **If a 5th call is required, you will be called to inform you that we have pulled your application and your spot has been given to an alternate vendor due to payment or documentation not being received by Lakefair in a timely manner.**

**PLEASE RETAIN A COPY OF THIS APPLICATION
FOR YOUR RECORDS AND INFORMATION.**

LAKEFAIR ARTS, CRAFTS, SPECIALTY ITEMS SHOW APPLICATION

July 18 - 22, 2012

Type of Booth (Please Check One)

Handmade Arts & Crafts _____ Commercial _____ Chiro/Massage _____ Non-Profit _____

NAME _____

COMPANY _____

ADDRESS _____

CITY, STATE & ZIP _____

PHONE NUMBERS _____

E MAIL (Mandatory) _____

UBI # (Mandatory) _____

CERTIFICATE OF LIABILITY INSURANCE ENCLOSED? _____ Mandatory

BOOTH TYPE REQUESTED

Arts & Crafts – Handmade Items (Juried)

_____ 10X10 \$350
_____ 10X20 \$500

Non-Profit (Limited to 5)

_____ 10X10 \$100

Commercial

_____ 10X10 \$400
_____ 10X20 \$650

Chiropractor & Massage (Limited to 5)

_____ 10 X 10 \$375
_____ 10 X 20 \$525

NOTE: Please include a photograph that clearly shows your work.

Please include your check, money order or

Credit Card Number _____ (Visa, MasterCard)

Expiration Date _____

We cannot honor applications without fee payment.

Special Needs _____

Power Needs _____

Overnight Security: A security guard is provided for overnight, but we recommend against leaving goods and merchandise in booths overnight. Please remember that Heritage Park is a pedestrian thoroughfare and remains open to the public at all times. Capital Lakefair is not liable for any loss.

NOTE: The booth prices include an additional fee that the State of Washington has required Lakefair to collect on their behalf.

Please list all items that you will be selling:

Attach additional sheets if necessary.

Lakefair is a family event-no drugs, alcohol, or adult themed items will be allowed in the park.

Please complete all information. *If the application is not complete, it will be returned to you.*

MAIL TO: CAPITAL LAKEFAIR ACS SHOW
P O BOX 2569
OLYMPIA, WA 98507

Phone: (360)943-7344
E mail: office@lakefair.org
Web-site: www.lakefair.org

2012 Capital Lakefair Jury Form

Please complete this portion of the form if you are an “Arts & Crafts – Handmade Items” Vendor and return by April 30, 2012, to Capital Lakefair, ACS Show, P.O. Box 2569, Olympia, WA 98507. Capital Lakefair A&C Show is a five day event and your space assignment will be for all five days, July 18 thru the 22. All Participants must be present all five days and remain open until times designated.

Requirements:

1. Only original, handcrafted work reflecting high quality craftsmanship will be accepted. (No commercially produced items for this area, please.)
2. **CD with photos or photographs** of representative work (Maximum of 4) is required. Use the reverse side of this form to indicate description of work. Please remember that the quality of your photographs is very important, if they are dark and do not show work well, it is not to your advantage.
3. Photographs **must** have artisan’s name on the back of the photograph, and must be numbered (1, 2, 3, & 4) to correspond with the description of the item on the Jury Form.
4. All photographs and CD’s will be returned the day you check in
5. **Deadline:** April 30, 2012. You will be notified by May 20th whether or not the Jury Selection Committee has selected your work.
6. **Jury Selection** - All applications are juried on quality and originality.

SECONDARY/INCIDENTAL ART FORM:

Jury Descriptions

Photograph Item Description/Name of Item (1 per item) Sales Price Range

- | | | |
|----|-------|----------|
| 1. | _____ | \$ _____ |
| 2. | _____ | \$ _____ |
| 3. | _____ | \$ _____ |
| 4. | _____ | \$ _____ |

Photograph Labeling Example

Artist last name, first name	
<table border="1"><tr><td>Photo</td></tr></table>	Photo
Photo	
Item Description/Name of item	
Photograph Number	

You may also email photos of your work to office@lakefair.org

Please complete both forms and return to ACS/Juried

DEADLINE: BY April 30, 2012

- 1. Lakefair Jury Form.**
- 2. One CD or photograph of each medium, labeled as shown in above example.**
- 3. Legal size self-addressed stamped envelope to return your CD's/photographs.**

**ACS/Juried
P.O. Box 2569
Olympia, WA 98507**

360-943-7344