



***Arts & Crafts
Guidelines and Application***

June 14–15, 2008

Oronoco Bay Park

Old Town Alexandria, Virginia

waterfrontfestival.org



27th Annual Alexandria Red Cross Waterfront Festival Arts and Crafts Show

GENERAL INFORMATION

- ❖ Festival dates are **June 14 and 15, 2008**, rain or shine. Festival hours are: Saturday, 10 am to 11 pm; and Sunday, 11 am to 7 pm. The Festival will also include tall ships, live music, food and drink, a family health and safety pavilion, carnival rides, children activities and corporate exhibits.
- ❖ To be considered by the jury for inclusion in the Arts and Crafts Show, please return the application along with **5 recent photographs** (these photographs will not be returned) of your work with written descriptions of the photographs and price ranges of your work, and the exhibit fee by **March 1, 2008**. Applications will be accepted after the March 1 deadline, but will be placed on a waiting list, and cannot be guaranteed to be judged by the jury. Pending the results of the first jury, a second jury may be held closer to the date of the Festival.
- ❖ Applications will be judged on the quality, originality, tastefulness, and suitability to the Waterfront Festival theme of the crafts to be displayed, and on their likely appeal to Festival patrons. All judgments will be in the opinion and at the sole discretion of the Alexandria Red Cross and its representatives.
- ❖ If you are accepted into the Arts and Crafts Show and want the same space you had in 2007, we will try to accommodate, but cannot guarantee you will receive the same space.
- ❖ **Notification of acceptance or non-acceptance from the first jury will be sent by April 11, 2008.** If a second jury is held, applicants judged during that jury will be notified at the end of April. If you are not accepted into the show, your exhibitor fee will be returned at that time.
- ❖ **Your fee covers booth space, parking for one (1) vehicle (including set-up on Friday, June 13th from 2:00 pm – 7:00 pm until), and two badges for entrance into the Festival. We cannot accommodate trailers, arrangements for parking of vehicles larger than normal parking spaces are the sole responsibility of the exhibitor.**
- ❖ No tables, canopies, or chairs will be provided.
- ❖ Access to electricity is included in the exhibitor fee for spaces on Union Street and Madison Avenue. Under no circumstances will Vendors be allowed to bring generators on site. **You must provide your own extension cord (preferably 100' or more).**
- ❖ Vendors must keep booths open for the entire two days of the Waterfront Festival. Please note the late hours of the Festival. Vendors are expected to remain open until one hour prior to the closing of the Festival each day.
- ❖ Items presented for jury, as well as those brought to the Festival, must be handmade and not made from a commercial mold or kit. Failure to comply may result in vendor being removed from the Festival with no refund of its exhibitor fee, or prohibited from participation in future Festivals, or both.
- ❖ **All cancellations must be made in writing or by email and must be received by May 1, 2008 in order to receive a full refund of your exhibit fee. Cancellations received May 2-15, 2008 will be refunded 50% of their exhibit fee. No refunds will be issued for cancellations received after May 15, 2008.**

Contact us at: **Email:** redcrosscrafts@cox.net or by **Phone:** at (703) 549-8300, extension 552. For additional copies of the application or general information on the Waterfront Festival see our official web site at waterfrontfestival.org

27th Annual Alexandria Red Cross Waterfront Festival Arts and Crafts Show

CATEGORIES

Baskets	Fine Arts	Glass	Jewelry	Leather	Food
Clothing	Photography	Pottery	Textiles	Wood	Metal

- ❖ If your category is not specifically listed, please specify the category under “Other” on the application.

EXHIBITOR LOCATION INFORMATION

- ❖ **UNION STREET**...is the busiest Waterfront Festival entrance point. We do remind vendors that this area can be warm during the afternoon as there are large metal warehouses running the length of each side of the street limiting the air flow. Site rate of \$425 includes an uncovered 10' by 10' space and access to electricity. Site rate of \$800 includes an uncovered 20' by 10' space and access to electricity. You are required to provide your own tent or canopy and chairs.
- ❖ **MADISON AVENUE**...the shopping Mecca of the Waterfront Festival sits along an appropriately named street within close proximity to the waterfront, main entertainment stage and the Madison Street entrance. Site rate of \$425 includes an uncovered 10' by 10' space and access to electricity. Site rate of \$800 includes an uncovered 20' by 10' space and access to electricity. You are required to provide your own tent or canopy and chairs.

PLEASE NOTE: On both of the Union Street and Madison Avenue locations, the 10' by 10' spaces are right up against each other and there is little if any space between the booths. Please plan to confine your exhibit to your space.

27th Annual Alexandria Red Cross Waterfront Festival

Arts and Crafts Show

EXHIBITOR GUIDELINES

- ❖ Exhibitor sales will be limited to those items approved in advance by the Alexandria Red Cross Waterfront Festival Committee and/or its representatives.
- ❖ Exhibitors agree to abide by all Commonwealth of Virginia and the City of Alexandria laws, ordinances, regulations, and rules, and hold the Alexandria Chapter of the American Red Cross, including its officers, directors, employees, and volunteers, and all other Red Cross organizations harmless for any failure to abide by such laws, ordinances, regulations, and rules, and for any damages or injuries caused by their negligence.
- ❖ Exhibitors agree to comply with all rules and regulations outlined by the Commonwealth of Virginia and City of Alexandria tax laws. A form for filing with the City of Alexandria is enclosed here.
- ❖ Exhibitors understand that the Alexandria Chapter of the American Red Cross and the American Red Cross assume no liability for any loss of income, property damage, including, without limitation, any loss caused by inclement weather or other Acts of God. No refund of exhibit fees will be made for inclement weather.
- ❖ **With respect to accepted applications to participate in the Festival, any and all cancellations must be made in writing or by email and must be received no later than May 1, 2008 in order to receive a full refund of your exhibit fee. Cancellations received May 2-15, 2008 will be refunded 50% of their exhibit fee. Under no conditions will exhibitor fee refunds be issued for cancellations received after May 15, 2008.**
- ❖ Exhibitors agree to hold the Alexandria Chapter of the American Red Cross, including its officers, directors, employees, and volunteers, and the American Red Cross harmless for any damages to their equipment or belongings incurred while participating in the Alexandria Red Cross Waterfront Festival.
- ❖ Exhibitors understand that liability and business insurance covering their participation in the Alexandria Red Cross Waterfront Festival is not required or provided by the Alexandria Chapter of the American Red Cross, but that they may obtain such insurance at their option and expense.
- ❖ Exhibitors agree to abide by the rules of the Alexandria Red Cross Waterfront Festival and to conduct business in a manner acceptable to the Alexandria Chapter of the American Red Cross and to the Alexandria Red Cross Waterfront Festival Committee.
- ❖ Exhibitors agree they will not move their display without approval from an Alexandria Red Cross Waterfront Festival official or they will be subject to expulsion from the Festival grounds with no refund of its exhibitor fees.
- ❖ Exhibitors certify that the art/craft they will sell is their own handmade project, is not made from any commercial mold or kit, and is not an imported item. They understand the judges will review displays before opening and at random times during each day of the Alexandria Red Cross Waterfront Festival. If they are displaying merchandise which was not represented in slides and/or does not meet criteria set forth in the Information, Guidelines, and Application, they will, if requested to do so by a representative of the Alexandria Red Cross Waterfront Festival Committee or the Alexandria Chapter of the American Red Cross, remove such merchandise or close their exhibit.
- ❖ Applications will be judged on the quality, originality, tastefulness, and suitability to the Waterfront Festival theme of the crafts to be displayed, and on their likely appeal to Festival patrons. All judgments will be in the opinion and at the sole discretion of the Alexandria Red Cross and its representatives.

27th Annual Alexandria Red Cross Waterfront Festival Arts and Crafts Show Application

- ❖ Deadline for application is **March 1, 2008**. Please complete and return, along with 5 recent photographs of your work (these photographs will not be returned) with written descriptions of the photographs and price ranges of your work, along with the exhibitor fee to:

Alexandria Red Cross Waterfront Festival
Attn: Arts and Crafts Committee
123 N. Alfred Street
Alexandria, VA 22314

Please be sure to print clearly to ensure spelling of your business is correct in the Festival Program.

Contact Name _____

Business Name _____

Address _____

City/State/Zip _____

Telephone (H) _____ Telephone (W) _____ Fax _____

Email _____ Website _____

CATEGORY: (Circle One)

Baskets Fine Arts Glass Jewelry Leather Metal Food
Clothing Photography Pottery Textiles Wood Other (specify): _____

SITE LOCATION- First choice: (Circle One)

Second Choice: (Circle One)

A. Union Street - *uncovered 10'x10', \$425, electricity included*
A. Union Street - *uncovered 20'x10', \$800, electricity included*
B. Madison Avenue - *uncovered 10'x10', \$425, electricity included*
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IMPORTANT!

Please list the equipment you plan to bring which requires an electrical hook-up (cash registers, lights, tools, power strips, etc.)

PAYMENT: Please make checks payable to Alexandria Red Cross Waterfront Festival.

If paying by MasterCard or Visa, please complete the following:

Credit Card # _____ Expiration Date _____

Name on card _____ Signature _____

I have read all the information and guidelines pertaining to participation in the Alexandria Red Cross Waterfront Festival, and agree to follow them or risk being removed from the Festival as well as being prohibited from future Festivals.

Signature _____ Date _____