



**44th Annual Dogwood–Azalea Festival
Arts & Crafts Show, April 20-22, 2012
Charleston, Missouri**

ATTENTION CRAFTERS and ARTISTS:

The Charleston Chamber of Commerce is pleased to announce that dates and times of the 2012 Dogwood-Azalea Arts & Crafts Festival. Make plans now to participate in the 2012 Dogwood-Azalea Festival on April 20-22, 2012 to sell your arts and crafts at our show in Rolwing Park. The show will begin again on Friday and you will have the option to sell Friday through Sunday OR you can sell only on Saturday and Sunday. **This year the Arts & Crafts Festivals hours are: Friday from 11:00 a.m. to 7:00 p.m. (or later if you desire to stay open); Saturday from 9:00 a.m. to 5:00 p.m. (or later if you desire to stay open); Sunday – 11:00 a.m. to 4:00 p.m.**

All booth spaces – whether commercial or handcrafted –will be assigned to make the best craft show floor plan for everyone. If you sell **any** commercially produced items you will be required to submit payment for a commercial booth and be placed in the commercial area. Please get your applications and fees in early.

The deadline for reserving your booth space is March 15th. After the deadline there will be an extra charge of \$25.00 for any spaces that remain available.

Please review the following arts and crafts show rules and regulations as they have changed:

APPLICATION PROCESS:

1. All applications must be filled out completely or they will be returned to you. All fees must accompany the application form.
2. All applicants must submit photographs of **EACH** category of items you plan to sell even if you have participated in the past. If you are a new vendor or have added new items, please include photos of these items as well.
3. All commercial vendors are required to pay the commercial fee of \$160.00 – 175.00. This applies to anyone selling **any** commercially produced items.
4. Send checks or money orders payable to “Charleston Chamber of Commerce”. **A self addressed stamped envelope (SASE) is required so that we can mail you a confirmation notice.** If we do not receive a SASE we will not mail you a confirmation notice.
5. All spaces are assigned the week of the festival on a first paid – first served basis as stated above- within the allotted area. Booth spaces are assigned according to the following factors
- Date application and payment is received. – Returning vendor. – Unique/new items - Separation of like vendors; we do our best to keep jewelry, candle, and quilt vendors separated.
Due to last minute cancellations beyond the control of the organizers we have the right to move vendors at the last moment to fill empty spaces. The organizers will do their best to maintain separation between like vendors and keep booths well arranged, but the primary objective will be to keep booth spaces filled with quality items at all times. Some booth spaces will be moving from the low lying areas of the park to higher ground where the swimming pool has been removed. In case of spring rains this will allow for better vendor locations. Booth space numbers will be assigned upon arrival.
6. Exhibitors will be responsible for their own exhibits. All chairs, props, tie downs, plugs, electrical cords, hoses, and set-ups are your responsibility.
7. Exhibitors are allowed to pull vehicles up to the curb for unloading during set-up times; however, you must move your vehicle and/or trailer as soon as possible to allow other vendors needed space to unload.
8. Absolutely no craft vendors are allowed to show or sell from a trailer.
9. **No weapons of any type will be allowed to be sold or shown during the festival, this includes any and all knives, swords and axes.** Handcrafted toy guns are exempted from this rule. No illegal knock-off brand items such as purses, clothes, etc. can be sold.

REMEMBER: THIS IS NOT A YARD OR RUMMAGE SALE !!

CONTACT US:

Phone: 573-683-6509

E-mail: chamber@charlestonmo.org

Website: www.charlestonmo.org

Address: Charleston Chamber Of Commerce, P.O. Box 407, Charleston, MO 63834

REQUIREMENTS FOR ELIGIBILITY:

Items sold must reflect **ONLY** what is represented on the application form and in supplemental photos.

Booths will be inspected each morning of the festival. Violators will be asked to leave or move. No refunds!! The Chamber of Commerce and its representatives reserves the right to refuse any applicant or to reject any work deemed unacceptable or in poor taste. If you are unsure whether or not an item is acceptable – please ask us!

SCHEDULE:

Thursday:

4 – 7 p.m. Check in before unloading. Unload and set up. **The show organizers will not be there to check you in until 4:00 p.m.**

Friday:

8-11a.m. Check in before unloading. Unload and set up. Booths will be inspected throughout the day.
5 p.m. Close or you have the option of staying open until 7:00 p.m.

Saturday:

7-9 a.m. Check in before unloading. Unload and set up. Booths will be inspected throughout the day.
5 p.m. Close or you have the option of staying open until 7:00 p.m.

Sunday:

11 a.m. Craft show starts. Booths will be inspected throughout the day.
4 p.m. Close. **Please do not pack up early.**

Booth space must be left clean and free of trash.

CANCELLATION POLICY: Please notify us as soon as possible! No refunds after March 15, 2012. You may not sell or appoint your booth space to a non-registered crafter.

GENERAL INFORMATION:

You may leave your booth space set up overnight – at your own risk. Vending space must be kept clean and trash disposed of properly each day.

Electric cords and hoses must be duct-taped or fastened to the ground for safety. Bring any long extension cords, plugs, fasteners and duct-tape that you might need. Any storage items must be covered and out of sight during the festival.

Due to the addition of more booths, parking will be limited on the swimming pool parking lot to food vendors. Additional accommodations for vehicles, trailers and equipment are being made with a local business, located in the block directly south of Rolwing Park.

If anyone is skilled in any type of traditional craft and would be willing to demonstrate your skills during the festival please contact the Chamber of Commerce office at 573-683-6509. We would like to have a variety of demonstrators for our customers to enjoy, as demonstrating crafters always add to a festival as well as draws attention to one's craft.

*Rolwing Park, the site of the Arts and Crafts Fair, is located between 11th and 12th Streets between Commercial and Cypress Streets. The show organizers will be located in the northwest corner of the park to assist you with your check-in.

**44th Annual Dogwood-Azalea Festival
 Exhibitor Booth Rentals, April 20-22, 2012
 Charleston, Missouri**

APPLICATION/REGISTRATION

Exhibitor name _____

Business name (if applicable) _____

Address _____

City, State, Zip _____

Day phone _____ Fax _____ E-mail _____

Description of process used to make handmade art or craft (**PHOTOS REQUIRED**).

Please see exhibit types below. If you need multiple spaces please adjust the rental fee accordingly.

Fee Schedule/Booth Type Booth size: 10' x 10'	3 days April 20, 21, 22	2 days April 21, 22
Crafter (handcrafted items)	\$75	\$60
Commercial (corporate booths or sale of <u>ANY</u> non-handcrafted items)	\$175	\$160
Information Only (no sales allowed)	\$25	\$20
Electricity or Water Hookups	\$15 each utility	\$10 each utility

# of Spaces Needed	Booth Type	Electricity Required	# of Days	Total Fee
_____	Crafter _____	Yes _____ No _____	3 _____	\$ _____
	Commercial _____	Water Required	2 _____	
	Info. Only _____	Yes _____ No _____		

Spaces will not be reserved without payment. Set-up Times: Thursday from 4:00 - 7:00 p.m; Friday from 8:00 a.m, to 10:30 am; Saturday from 7:00 a.m. to 8:30 am

Application deadline is March 15, 2012 and the entry fee is non-refundable after this date. For confirmation of reservations please enclose a self addressed stamped envelope with your application and payment. If you do not send a SASE we will NOT send a confirmation letter. Please mail your completed application and a check or money order made payable to:

**Charleston Chamber of Commerce
 P.O. Box 407
 Charleston, MO 63834**

The undersigned exhibitor releases the Charleston Chamber of Commerce and the City of Charleston from any liability of any kind to any work of art or craft exhibited at the 2012 Dogwood-Azalea Festival and agrees to indemnify and hold harmless the Charleston Chamber of Commerce and the City of Charleston and its officers, directors, and agents from and against all claims, damages, losses and expenses caused in whole or in part or arising out of the activities of participating in the 2012 Dogwood-Azalea Festival.

Signature: _____ Date: _____