



Nov. 1 and 2, 2008; Saturday 10 a.m. – 4 p.m., Sunday 10 a.m. - 4 p.m.
Cunningham Multipurpose Activity Center (CMAC) of the Jane P. Batten Student Center

2008 Application & Contract

Adult Studies Program

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The Adult Studies Program of Virginia Wesleyan College would like to thank you for your interest in our event. Attached is our Show Application/Contract for the 2008 Artisans Expo benefiting a new Scholarship Fund for the Adult Studies Program. The event will feature a variety of fine art, hand crafts, pottery, glass art, fiber arts, photography, jewelry, quilts, woodcrafts, metalwork, leather, decorative arts, mixed media and more in a variety of price ranges. Fifty-eight 10' wide by 10' deep display spaces will be available to exhibitors at a fee of \$130 for the two-day event and a donated item for the Silent Auction would be appreciated. A limited number of spaces with electrical access are also available on a first come basis. The event is free and open to the public. Applications must be received by September 16, 2008.

The Expo Chairperson is Kathy Reese.

Exhibitor Amenities:

The Virginia Wesleyan College Artisans Expo will deliver a successful, first-class event for its exhibitors. Each exhibitor will be provided with reserved exhibit space, an identification sign, four exhibitor badges, use of an artist hospitality room, 24-hour security, access to college dining services, a link to their website on the VWC Artisans Expo web site, a show program directory listing, complimentary donuts and coffee during Saturday morning set up and free parking.

Advertising & Marketing:

Advertising for the event will be run on radio and in multiple local newspapers. E-mail campaigns to faculty, staff, students, college alumni and donors will also be sent. Additionally, we will engage in every public relations opportunity available to create awareness, attention and attendance from all area resources. The possibility of media sponsorships are also being pursued.

Eligible Work:

All work must be the original thought, design and creation of the artisan. Exhibitors who do not honor this requirement will be asked to remove the items or leave immediately. Eligible work includes all media of original fine art & crafts; prints are acceptable. The Artisans Expo retains the right to accept other types of exhibits on a very limited basis.

Application Process:

Please review our policies and procedures included with this Application/Contract carefully. In order to be accepted into this event, the \$130 entry fee, three photographs, slides or digital images of your work as well as a photo of your booth set up must be submitted along with the completed Application/Contract. Booth spaces will fill early so don't delay!

Acceptance Process:

A committee of VWC art faculty and Adult Studies staff will conduct the acceptance process. Booth locations are assigned to accepted artists and craftsmen based on a first come, first serve basis. Priority is given to:

- 1) Applicants who produce high quality, unique art, crafts and other items;
- 2) Applicants who perform the entire creative process of their work from design to finished piece;
- 3) Professional presentation of jurying requirements (photos/slides);
- 4). After Application/Contract and photos/slides are reviewed, notification of acceptance or denial will be mailed within 15 days.

Booth Specification:

Spaces are 10' wide by 10' deep. A limited number of spaces with electrical access are also available on a first come, first serve basis. You must provide all your own booth set ups, including the appropriate structures for hanging paintings or other items. (If you do not have these items, please contact us to discuss what other options may be available.) Tables and chairs may be rented, if needed. Table rentals measure 8 feet by 2.5 feet. Tables must be covered to the floor on all sides in an attractive, professional manner. Booth locations will be assigned in accordance with the best interest of the event, which the Expo committee shall have the right to decide, but best efforts will be made to place exhibitors in their choice of locations, which will be included in the acceptance mailings. The Expo reserves the right to alter or relocate booth positions, totally or partially, for whatever reason they deem necessary. No refund will be given for ordered tables, chairs or items not used during the event. Aisle space belongs to VWC. No chairs, merchandise or displays may adversely affect other displays or project into aisles. "Sale", "close-out", "show special" or "going out-of-business" signs are prohibited.

Restrictions:

NO COMMERCIAL OR BUY/SELL PRODUCTS: Manufactured or commercial items are strictly prohibited and may not be sold. Exhibitors who do not honor this requirement will be asked to remove the items or leave immediately.

COMMERCIAL BUSINESSES: No shops, galleries, organizations, groups, etc. will be admitted unless approved by Expo.

FOOD SALES: No food sales are allowed by artists/exhibitors.

CHILDREN AND PETS: Children under the age of 18 are to be supervised by an adult at all times. Parents or guardians shall be responsible for their child(ren)'s actions and will be responsible for any damages caused. No skateboards or bicycles will be allowed in the event or on any facility grounds. No pets or animals will be allowed in the event, unless for specific use as aid for the handicapped.

MUSIC AND OTHER NOISES: No radios, televisions, musical equipment or any other audio or video equipment will be allowed in booths before, during or after the event unless approved. If approved, sound must be kept at or below conversational level and must not be a nuisance to others.

Eligibility:

All media and categories, including prints, will be eligible for jurying into this event. Work that has not been approved by the jurying process or that was not listed on the Application/Contract may not be sold. All work must be the original thought, design and creation of the exhibitor. The Expo reserves the right to request an exhibitor remove from his/her booth any items that, in the event's opinion, does not come under the category of Arts and Crafts or is not in keeping with the image of the event. The Expo committee reserves the right to remove any exhibitor from any event if it is determined that they have not conformed to the Rules and Regulations of this contract. Any exhibitor who is asked to leave an event because of misrepresentation in their original Application/Contract will forfeit all booth fees.

Acceptance, Exhibit Fees, Payment Process & Deadlines:

Allow two weeks after receipt of Application/Contract for processing. Once applicant has been approved and accepted, the Application/Contract constitutes a legally binding agreement with the Artisan's Expo for the Nov. 1 and Nov 2, 2008 event. Upon acceptance, the entry fees and rental fees are due. Only money orders or checks will be accepted. Should all spaces be reserved and the exhibitor be eligible for acceptance into the event, the exhibitor will be given the option of being placed on a waiting list and their entry fees held in the event of a cancellation. Returned checks for non-sufficient funds act as an automatic cancellation; reinstatement fee is \$50.00. For those not accepted to exhibit, the reservation deposit(s) will be returned to the applicant immediately. Any court costs or attorney fees incurred by the Chairs for the collection of booth fees is the sole responsibility and to be paid in full by the exhibitor.

Exhibitor Responsibilities:

Exhibitor shall be liable for delivery, handling, erection and removal of their display and materials. It is the responsibility of the exhibitor to check tables and table legs before setting up displays. The registered exhibitor must be present during all hours of the event and will be expected to exhibit the accepted work as represented in the Application/Contract acceptance process. Exhibits are to be in keeping with the overall family-oriented theme of the show. Spaces are not transferable and cannot be partially or totally subleased. Exhibitor is to issue 'Exhibitor Helper' badges to those actively working in their booth. All sales, publicity and promotion activities conducted by the exhibitor must be confined to their space. Aisle space belongs to Show Management, therefore, no chairs are allowed in aisles. Aggressive sales tactics and the use of any speaker/address system are forbidden. Exhibits must remain intact until the scheduled conclusion of the show.

Show Management Responsibilities:

The Artisans Expo will present the show indicated on this Application/Contract at the location and on the dates indicated. Floor plans and booth placements are subject to change. There may be additions or deletions from this listing and any such changes shall not affect the remainder of this contract. The Expo will provide general lighting, exhibit sign bearing the name of the exhibitor, exhibitor badges, heat and security service.

Taxes, Laws & Facility Policies:

Virginia State Sales Tax Forms and Charts will be given to all exhibitors prior to the show. Each exhibitor is responsible for collecting and reporting their own Virginia State Sales Tax. The collection and payments of permits, licenses, taxes, etc. shall be the sole responsibility of the exhibitor. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed and enforced. No alcoholic beverages of any type are allowed in event or on facility grounds. Lighted candles, wicks, incense, straw, hay bales, live Christmas trees and/or live greenery are prohibited. All tents or canopies must be flame retardant. No spraying or use of chemicals such as lacquer, paint, stain, etc. is permitted inside the facility. Smoking and helium balloons are prohibited.

Insurance and Liability:

Exhibitors who desire insurance on their exhibits must purchase coverage at their own expense. Virginia Wesleyan College, the Artisans Expo, and the event facility will not assume responsibility for exhibitor's or their employees' personal injury or property lost by theft, robbery, accident, fire or other damage. The exhibitor agrees not to be a party to any action, suit or claim against show management or event facility. Exhibitor will not allow any part of its exhibit to damage or otherwise interfere with other exhibits, space or general premises and outside grounds and will indemnify and hold harmless Virginia Wesleyan College, the Artisans Expo committee, other exhibitors or the facility in the event such damage may occur, whether through the act or omission of exhibitor, its employees, agents, guests or from any other source. Also, in case the space shall not be available for the event due to war, terrorism, catastrophic weather, government action or order, act of God, fire, strikes, labor disputes or any cause beyond the control of the event, exhibitor waives any claim for damages or compensation except for the pro-rata return of the space rental paid for that period of time which was not available for use, less table and chair rental expenses incurred in connection with the event. Should the Expo committee, at its sole discretion, consider it inadvisable to hold the event at the time and place herein provided, the Expo may at its option, terminate this agreement, return the sums paid by exhibitor and there shall be no further liability on the part of either party to the other. Upon written notice to the exhibitor, the Expo shall also have the right to change the date and place the event is to be held. Upon such notice, exhibitors shall have the right to opt out of the event by written return notice within two weeks and have all fees returned. Virginia Wesleyan College will not be liable for any refunds or damages due to death or incapacitation due to accident or illness in advance or during any event dates, resulting in the event to be canceled. Any legal action necessary for the enforcement of this contract will be conducted in the City of Norfolk Court System.

Security:

24-hour security service will be provided during event. Show management will not be responsible for, nor be liable for losses or damages of any kind. No one will be permitted in the CMAC after closing hours. Exhibitor must not enter or inspect merchandise in an unattended booth. Exhibitors are not to photograph other exhibitors' merchandise. The Expo does have the right to take photos during the event for promotion purposes.

Amendment and Termination of Contract:

The Artisans Expo committee shall have full power to interpret and/or amend these Rules & Regulations that in their discretion shall be in the best interests of the event. This agreement may be terminated at any time upon the breach of any of the conditions by the exhibitor, and thereupon all their rights hereunder shall cease and terminate, and any payments made by them in account prior to said termination shall be retained by the Expo as liquidated damages for such breach, and the Expo may remove exhibit and all items associated with it from event and facility and resell said space.

Cancellation Policy:

Exhibitor must notify show management immediately of cancellation, both verbally and in writing. No refunds will be granted within 45 days. Exhibitors must register with the Expo during set up or at least two hours prior to show opening. If not, other applicants on stand-by notice will fill the assigned space, and no refund will be given. Set up cancellations due to vehicle breakdowns or other delays should be reported to the Chairs immediately at 757.450.2717.

Please Send:

- All pages of the Signed and Dated Application/Contract (make a copy for your records);
- Three Photographs of work and one photo of your booth exhibit;
- Your entry fee for your space and any applicable rental fees, which include table and chair fees;
- A self-addressed stamped envelope for your acceptance form and receipt for fees; and
- Make all checks and money orders payable to: Virginia Wesleyan College

Artisans Expo 2008 Contract

Proceeds benefit the Virginia Wesleyan College Adult Studies Program Scholarship Fund

I/We have read all entry terms & conditions of this application/contract and agree to abide by said rules, including the cancellation, acceptance and payment policies. I/We produce all items to be sold and agree that no commercially made products will be exhibited for sale. I/We do expressly release Virginia Wesleyan College from all liability for injury damage or loss to persons or property of the Exhibitor. Applications are due by September 16, 2008.

Signature _____

Date _____

Method of Payment: Check or Money Order ONLY
Make checks payable to Virginia Wesleyan College

_____ 10' x 10' Booth, each \$130 for both days	\$ _____
_____ 10' x 10' Booth Electric (limited), each \$130 for both days	\$ _____
_____ 8' Tables, \$12 each	\$ _____
_____ Chairs, \$5 each	\$ _____
TOTAL	\$ _____

Please remember to send or email three photos of your work and one photo of your booth display.

Thank you! We look forward to your participation.

NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: Bus _____ Cell _____ Home _____ Fax _____

E-MAIL: _____

WEB SITE: _____

CATEGORY OF WORK: (ie Pottery, Art Glass, Quilts, Paintings, etc.) _____

PRICE RANGE OF WORK: \$ _____

GIVE A SHORT DESCRIPTION OF WORK TO BE SOLD:

Mail to: **Artisans Expo**
Adult Studies Program
Virginia Wesleyan College
1584 Wesleyan Drive Norfolk, VA 23502-5599