



Nov. 3 and 4, 2007; Saturday 10 a.m. – 6 p.m., Sunday 10 a.m. - 4 p.m.
Cunningham Multipurpose Activity Center (CMAC) of the Jane P. Batten Student Center

2007 Application & Contract

Adult Studies Program

1584 Wesleyan Drive Norfolk, VA 23502

Phone: 757.455.3213 or 757.233.8761

Fax: 757.455.5703 Web: www.vwc.edu/expo

E-mail: Catherine Anninos - canninos@vwc.edu

E-mail: Kathleen Reese - kreese@vwc.edu

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 2007 Artisans Expo benefiting a new Scholarship Fund for the Adult Studies Program. The juried event will feature fine arts, hand crafts, pottery, stained glass, fiber arts, photography, jewelry, handmade dolls, quilts, woodcrafts, metalwork, leather, decorative arts, mixed media and more. Fifty-eight 10' wide by 10' deep display spaces; as well as a limited number of 10' by 8' overflow spaces, will be available to exhibitors at a fee of \$130 for the two-day event. A limited number of spaces with electrical access are also available.

The Expo Chairpersons are Catherine Anninos and Kathleen Reese.

Exhibitor Amenities:

Virginia Wesleyan College Expo Chairs will deliver a successful, first-class event for its exhibitors. Each exhibitor will be provided with the reserved exhibit space, an identification sign, four exhibitor badges, use of an artist hospitality room, 24-hour security, show directory listing, complimentary donuts and coffee during Saturday morning set up and free parking.

Advertising & Marketing:

The Expo Chairs will handle marketing for this event, including advertising in multiple local newspapers, e-mail campaigns and direct mail. Additionally, we will engage in every public relations opportunity available to create awareness, attention and attendance from all area resources.

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 Chairs have 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 juried into this event, the \$130 entry fee, rental fees as applicable, as well as three photographs or slides of your work must be submitted along with the completed Application/Contract. Booth spaces will fill early so don't delay!

Jurying Process:

The Chairs conduct the jurying process. The jurying process and booth locations are based on a first come, first serve basis. Priority is given to:

- 1) Applicants who produce fine art and high quality, unique crafts;
- 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. Table rentals measure 8 feet by 2.5 feet and space dividers are also available for rental. 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 Chairs shall have the right to decide, but the Chairs will do their best to place exhibitors in their choice of locations, which will be included in the acceptance mailings. Expo Chairs reserve 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 dividers 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. There are a limited number of spaces with electricity and they will go quickly.

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 Chairs.

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 booth before, during or after the event unless approved by the Chairs. 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 Chairs reserve the right to request exhibitor to remove from his/her booth any items that, in their opinion, does not come under the category of Arts and Crafts or is not in keeping with the image of the event. The Chairs reserve 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 Chairs for the Nov. 3 and Nov 4., 2007 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 jurying 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 acts 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 juried work as represented in the Application/Contract acceptance process through the Chairs. 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 Chairs 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 Chairs 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. 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. The Chairs, other exhibitors 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 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 the Chairs, 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 Chairs, 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 Chairs, in their sole discretion, consider it inadvisable to hold the event at the time and place herein provided, the Chairs may at their 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 Chairs 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. The Chairs or the Chairs' estates 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:

The Chairs will provide 24-hour security service 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 event Chairs do have the right to take photos during the event for promotion purposes.

Amendment and Termination of Contract:

The Chairs 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. The Chairs may terminate this agreement at any time on 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 Chairs as liquidated damages for such breach, and the Chairs 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 Chairs 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;
- Your entry fee for your space and any applicable rental fees, which include table and chair fees;
- A self-addressed stamped envelope; and
- Make all checks and money orders payable to: Virginia Wesleyan College

Artisans Expo 2007 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.

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	\$ _____
_____ 10' (w) x 8' (h) section of pipe and drape @ \$33 each	\$ _____
_____ 8' Tables, \$12 each	\$ _____
_____ Chairs, \$5 each	\$ _____
TOTAL	\$ _____

Please remember to send or email three photos of your work.

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: \$ _____

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