



## **Arts & Crafts on Bedford 2019 Exhibitor Information**

Saturday, September 14, 11am-6pm & Sunday, September 15, 10am-5pm

### **About Arts & Crafts on Bedford**

Arts & Crafts on Bedford is a unique annual Arts & Crafts show held in vibrant Stamford Downtown, CT set on a tree-lined street surrounded by beautiful patio cafés.

### **Qualifications**

Only handmade products will be considered for exhibiting. Exhibitors are accepted based on the originality and quality of their workmanship, the appropriateness of their products for this market and on the availability of space within specific arts & crafts categories. **Manufactured items and works made from kits of any kind are unacceptable.** Dealers and middlemen are not allowed. Sale or exhibit of items or services not listed on the application form will not be allowed. Booths will be monitored throughout the show.

### **Application Deadline/Jury Process**

Application are juried monthly starting February 28, 2019 through June 28, 2019. Applicants will be notified of their acceptance, rejection or waitlist status shortly thereafter. Your application constitutes an agreement to exhibit if accepted. The Jury's decision is final and not subject to negotiation. If you are not accepted, your check will be returned. Once a category is full, applications will continue to be juried and approved applications will be placed on a waiting list. **Participation in a prior year's show does not guarantee acceptance for the current year's show.**

### **Cancellation Policy**

Full payment of your space fee is due with this application. Checks may not be postdated. Space fee is refundable if application is denied by the jury. Vendor cancellation: other than a medical emergency, with written documentation from your physician, there is no refund.

### **Booth Displays**

Exhibitors must provide a suitable, attractive display, support, racks, stands and covered tables for work. All exhibitor tents must be **white** and have sides so that booths can be fully enclosed at night. All safety precautions must be taken in setting up the exhibits, spaces are on pavement therefore tents must be well anchored with weights. Spaces cannot be shared.

### **Sales Tax**

Connecticut State tax laws require all exhibitors to have and display a valid Connecticut State tax number. Exhibitors are responsible for collecting and paying sales tax (6.35% in Connecticut) for all sales made during the show. To obtain information and applications for a CT state tax number call the Connecticut Dept. of Revenue Services at 860-297-5962 or visit [www.ct.gov/drs](http://www.ct.gov/drs)

### **Security**

Security is provided during the show, overnight hours and breakdown. Stamford Downtown assumes no responsibility for damage, theft or loss of exhibitor work, personal property or display. We urge all exhibitors to carry their own insurance.

## **Advertising Campaign**

Our advertising campaign consists of radio, Internet and print media including, but not limited to:

- Inclusion in Stamford Downtown's Summer Events Brochure. 100,000 copies are distributed to Stamford's corporate and residential community and surrounding regional towns in CT and Westchester County, NY
- Thirty-seven foot banner across Bedford Street (major N/S thoroughfare traveled by 300,000 motorists weekly)
- Postcard mailed to 40,000 residents that live within 2 miles of the show location
- Multiple advertisements in local and regional newspapers and magazines.
- Posters and Postcards placed at all local businesses
- Email Blasts to over 7,500 qualified subscribers
- Advertising on Stamford Downtown's social media sites
- Radio advertising on Cox Radio with a reach of over 600,000 listeners
- Digital advertising on Facebook, Instagram and GoogleAdWords

## **Participation Rules & Regulations**

- Exhibitors MUST attend and be open all days and hours of the Arts & Crafts Show with artist present at booth. Breaking down booths early is a disruption to the event, as well as to neighboring exhibitors.
- There is no storage beyond the designated booth space. Please plan your layout accordingly.
- The show is held rain or shine. No provisions, refunds or alternate dates are made in the case of cancellations.
- No smoking, loud sound systems or generators are allowed in booth areas.
- No electricity or water is available on show grounds.
- To protect all exhibitors, Stamford Downtown reserves the right to remove from the premises any exhibitors or items not in compliance with guidelines. The exhibitor forfeits any fees paid.
- Exhibitors agree to allow Stamford Downtown to use photographs of their work in promotions.
- Exhibitors must comply with all staff and security regarding site safety and regulations. Vehicles must be parked only in designated areas. Noncompliance will result in elimination from consideration for future shows. Abusive or disrespectful behavior toward patrons, staff, volunteers or fellow exhibitors will result in disqualification from future Arts & Crafts on Bedford shows.
- Stamford Downtown reserves the right to make a determination on any of the above rules. The procedures and rules outlined in this application are subject to change without notice.

### **Contact Information**

Kate Cook, Events and Marketing Manager  
Stamford Downtown  
P: 203-348-5285

E: [kate@stamford-downtown.com](mailto:kate@stamford-downtown.com)

# Arts & Crafts on Bedford 2019 Exhibitor Application

Saturday, September 14, 11am-6pm & Sunday, September 15, 10am-5pm

**Important!** The attached Exhibitor Information Page has all details about Arts & Crafts on Bedford. Please read it carefully before completing and signing this form. By signing this form, you are indicating that you have read that page and agree to all terms.

Company (as you want it to appear in marketing): \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ CT State Tax # \_\_\_\_\_

**(REQUIRED)**

Art/Craft:

- |                                   |                                   |                                      |                                      |
|-----------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Jewelry  | <input type="checkbox"/> Metal       | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Fiber    | <input type="checkbox"/> Leather  | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Wood        |
| <input type="checkbox"/> Glass    | <input type="checkbox"/> Fine Art | <input type="checkbox"/> Painting    | <input type="checkbox"/> Other _____ |

Please indicate any special needs or requirements \_\_\_\_\_

- I have a handicapped parking permit and require handicapped parking

**Image Descriptions** (Include description, price and medium. Email to [events@stamford-downtown.com](mailto:events@stamford-downtown.com))

**Image #1:** Photo of Booth/Display **(required)**

**Image #2:** \_\_\_\_\_

**Image #3:** \_\_\_\_\_

**Image #4:** \_\_\_\_\_

## Space Request:

|                          |         | <b>Early Bird Rate</b><br>Received by<br>April 28, 2019 | <b>Regular Rate</b><br>Received after<br>April 28, 2019 |
|--------------------------|---------|---|---|
| <input type="checkbox"/> | 10'x10' | \$275   | \$325   |
| <input type="checkbox"/> | 20'x10' | \$550   | \$600   |

### Booth Preference (not guaranteed):

- Single Row\*  
 Double Row (Back-to-back)

**\*Must be able & willing to open booth on both sides**

## Mail application & payment to:

Stamford Downtown  
Attn: Kate Cook  
5 Landmark Square, Suite 110  
Stamford, CT 06901

### Space fees are non-refundable

Payable to STAMFORD DOWNTOWN.

Check may not be postdated.

\$25 fee for any check returned for insufficient funds.

WAIVER: By submitting an application to this show, I acknowledge that property is brought to the show at my own risk. I also realize that in bringing goods to this event, setting up my space, operating during the event and removing my remaining property at the end of the event, there is a possible risk of injury to myself while participating in the event. I hereby waive any right or cause of action and hereby release the City of Stamford, the Stamford Downtown Special Services District, its agents, employees, volunteers, event sponsors or directors from any and all responsibility or liability for any personal injury, property damage, or loss of any kind as a result of my participation. I give my permission to use my name, business name, images submitted and any photographs taken at the show of me or my items for advertising and publicity purposes. I have read, understood and accepted the conditions outlined in this application.

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**Signature**

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**Date**