

Springing for Spring Arts & Crafts Show

April 14th & 15th 2018

Saturday – (10:00am-5:00pm)

Sunday – (10:00am-4:00pm)

Arts & Crafts Vendor Application

Springfield Town Center

Parking Lot between Frontier Dr. & Spring Mall Road

Adjacent Target, Saks Off 5th & Macy

Springfield, VA 22150

Please note, all vendor spaces are first come first serve and subject to approval.

Vendors will be notified via email upon acceptance.

All vendor payments are final upon Jury acceptance.

If not accepted by the Jury, vendor Show Fee Check will be returned.

VENDOR APPLICATION SHOW FEE DEADLINES

Vendor Spaces – (10' x 10') Expandable up to 1 feet on open sides outside tent	Early Bird Vendor Booth Space Fee Before 3/1/18	Vendor Booth Space Fee After 3/1/18
1 Side Open Space - Front	\$200.00	\$225.00
2 Sides Open Corner Space – Front & Side	\$225.00	\$250.00
ADDITIONAL SPACE	\$100.00	\$125.00

Application Fee - \$15.00 - (Non Refundable)

If accepted, Program listing Name/Title _____

CATEGORY: (CHECK ONE ONLY)

☐ Artist ☐ Craftsman ☐ Commercial

MEDIA: Check only one box from below for judging & program listing. We reserve the right to change category at our discretion.

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Floral/Plants | <input type="checkbox"/> Pet Related | <input type="checkbox"/> Photography | <input type="checkbox"/> Soaps/Lotions |
| <input type="checkbox"/> Children Related | <input type="checkbox"/> Furniture | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Pottery/Ceramics | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Decorative Painting | <input type="checkbox"/> Glass | <input type="checkbox"/> Metal Work | <input type="checkbox"/> Pre-cast Molds | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Painting-Artist | <input type="checkbox"/> Printmaking | |
| <input type="checkbox"/> Fibers | <input type="checkbox"/> Leather | <input type="checkbox"/> Paper/Stationary | <input type="checkbox"/> Sculpture | |
| <input type="checkbox"/> Other: _____ | | | | |

Explain Media In Detail (i.e., Painting-Oils) _____

Please note that we limit categories for a better representation mix to enhance the overall shopping experience for our patrons as well as a balanced profitable experience for our vendors.

I have read, understand and agree to the general conditions stated herein for entry to this show. As a handcraft vendor, I agree to display and sell items that are originals or limited editions produced from these originals. All vendors agree, Troy Promotions and the Bull Run Regional Park are not responsible for personal injuries, loss or damage to any property. If accepted, my signature on this application authorizes use of my photos for promotional use unless otherwise stated.

I UNDERSTAND THAT VIOLATION OF THIS AGREEMENT WILL RESULT IN EXPULSION WITH NO REFUND.

Signature _____

Date _____

Vendor Agreement *(please print clearly or you may type in appropriate spaces)*

Organization/Business Name: _____

Contact Person: _____

Street Address: _____

Phone Number: _____ Cell Phone Number: _____

Vendor Email: _____

Website: _____

Please note that all vendors may be listed and have a link to their website on the event website.

Please indicate the type of vendor you are and provide a list of what you will be selling. _____

Additional vendor spaces may be purchased if necessary.

VENDOR BOOTH SPACE SELECTION OPTIONS:

1 open side (Front) booth space (10x10) - Maximum of (4) spaces total side by side per vendor

Vendors will receive an acceptance email upon receiving and processing of payment.

Early Bird – Space Fee Post Marked Before 3/1/18

		\$15.00	Application Fee (Separate Check)
Number of 1 Sided Open Spaces if paid before 3/1/18	_____ x \$200.00 = \$_____	Total	
Number of 2 Sided Open Spaces if paid before 3/1/18	_____ x \$225.00 = \$_____	Total	
Number of ADDITIONAL Spaces if paid before 3/1/18	_____ x \$100.00 = \$_____	Total	
	\$_____	Total enclosed.	

Space Fee Post Marked After 3/1/17

		\$15.00	Application Fee (Separate Check)
Number of 1 Sided Open Spaces if paid after 3/1/18	_____ x \$225.00 = \$_____	Total	
Number of 2 Sided Open Spaces if paid after 3/1/18	_____ x \$250.00 = \$_____	Total	
Number of ADDITIONAL Spaces if paid after 3/1/18	_____ x \$125.00 = \$_____	Total	
	\$_____	Total enclosed.	

Checks payable to **Troy Promotions**. Please see page 4 to submit Credit Card info.

Mail your Application, Payment, Photographs & signed Hold Harmless Form to:

**Troy Promotions
1614 17th Street NW, #805
Washington DC 20009**

I have included:

Signed Application__ Required Photos__ Application Fee Check__ Show Fee Check__ Signed Hold Harmless Form__

I have read and agreed to the Vendor Rules and Regulation on page 3. [] YES [] NO

Vendor Signature: _____ Date: _____

Vendor Rules and Regulations:

1. Springing for Spring Arts & Crafts Show is free to the public with plenty of free parking.
2. Vendor spaces are 10'x10'. Vendors must setup within their allotted space, but may push out up to 1' on open sides of their booth space after vehicles are removed from event site only.
3. Troy Promotions will assume no liability for damages caused by tents.
4. No vendor shall impede on any other vendor's space.
5. **Tents must be INDUSTRIAL/COMMERCIAL QUALITY, 10x10 and STRAIGHT LEGGED. (No Exceptions)**
6. **All tent legs must be weighted/ballast properly and amply with appropriate weight.**
7. Electricity will not be available to vendors.
8. **Deadlines:** Applications will be accepted until show is full and all spaces have been sold.
9. All vendor payments must be received prior to the start of the event.
NO PAYMENTS WILL BE ACCEPTED THE DAY OF THE EVENT!
10. **Application Fee** - \$15.00 and nonrefundable. (*Separate Check*)
11. **Vendors Application Requirements (Photographs for Jurying)** – 3 photos of products, 1 of booth display. (*Photos will be return at event*)
12. **Hold Harmless Form** – Must be fully completed and included with all applications to be considered for acceptance.
13. This is a rain or shine event.
14. All vendor payments are final upon acceptance. **No refunds** will be issued once vendor has been juried and notified of acceptance in to the show.
15. A \$35 Insufficient Funds Charge will be applied to any returned check.
16. All tables must be skirted to the ground.
17. All selling must take place within vendor's 10'x10' booth space. (Absolutely NO HAWKING – Hawking is the practice of standing in front of or outside of one's booth space and verbally attempting to lure shoppers into their space.)
18. At least one week prior to the event a vendor email will be sent to all vendors with detailed setup information and other important event details.
19. **Load In – Vendors must check in to learn assigned space. Vendor will then be shown their space and should unload and then park their vehicle immediately prior to setting up. (NO EXCEPTIONS)**
20. **Setup times** - Saturday (the morning of the event) from (6:00am-9:30am). Sunday setup and restock will start at 7:00am. Please check the setup email prior to the event to confirm these times.
21. **Show Hours** – Saturday (10:00am-5:00pm) & Sunday (10:00am-4:00pm)
22. No vendor will be permitted to breakdown before the close of the event. Any vendor that attempts to breakdown and leave the event during the show will not be permitted to drive onto the event site until the closing of the show that day. Additionally, breakdown prior to the closing of the show without events management's prior approval will result in being permanently barred from participating in any future Troy Promotion events.
23. **ALL** vehicles must be removed from the event grounds and moved to designated vendor parking no later than 30 minutes prior to gates open to the general public each day of the event.
24. While Troy Promotions will provide onsite overnight security on Saturday night through Sunday morning, vendors leaving merchandise and goods overnight do so at their own risk. Troy Promotions and Springfield Town Center assume no responsibility for loss, damage or theft.
25. Troy Promotions does not provide insurance for vendors or their products. Insurance is the responsibility of the vendor. The vendor agrees to hold harmless Troy Promotions, all employees, and property owners from any claims, demands, suits, damages, losses, costs, accidents, injuries, or expenses which might arise out of any action or failure to act by Troy Promotions.
26. All vendors will be responsible for collecting and reporting local, state, and federal taxes.
27. Vendors are responsible for leaving their assigned space clean and in the same condition it was in prior to setting up.

28. A majority of all communication with Troy Promotion will be conducted via email, so please give a current and active email address.
29. Troy Promotions will provide a blanket vendor permit for all vendors (if applicable). Please note that this does not cover required permits through the health department and/or fire department if required.
30. Advertising – There will be extensive advertising for all Troy Promotions events. We believe in marketing.
31. **All vendors must provide and are responsible for their tents, tables, and chairs unless renting a Commercial Industrial Grade Tent from Show Management for an additional fee. Call or email for details.**

We ask that all vendors put this event on their website and link to the event.

It can only generate more business for all.

If you have a mailing list, be sure to email your customers and let them know you'll be at this event.

VENDOR AWARDS

Winners will be presented an awards ribbon & check on Sunday afternoon

Judges will Event Staff & Management

Eligibility – All Arts & Crafts Vendors

Best Booth/Truck Display

Judged for Best Visual Booth/Truck Display Presentation - \$200

Best in Art

First Place - \$200

Second Place - \$100

Best in Craft

First Place - \$200

Second Place - \$100

CUSTOMER DRAWING SHOW BUCKS PROGRAM

Winnings must be used towards purchase of goods or services at vendor booths during show only.

Drawings Times – Once every hour (Sat. 11:00am – 4:00pm) & (Sun. 11:00am – 3:00pm)

Drawing Amounts - \$100.00 in \$5.00 Show Bucks Denomination Coins

Winners agree that there is NO CASH BACK as change on purchase with Show Bucks, only exchanges for goods.

Winners agree that no cash back will be given as change for purchases made using Show Bucks.

Total drawing amount during Show to be spent at vendor booths - \$1100.00

Vendors

All vendors are required to participate and honor Show Bucks Winnings.

Vendors may redeem Show Bucks received at Management/Information Tent
after close each day of show for equal value in cash

***This program was developed attract patrons to the show
and to generate more money back to our vendors!***

Credit Card Payment Information

There is a 3.75% processing fee that is non-refundable

Payment Type: ☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

Name on Card: _____

Card No: _____ Zip Code: _____

Expiration Date: _____ 3 or 4 Digit Security Code (back of card): _____

Street Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

PLEASE RETURN THIS FORM BY EMAIL OR WITH YOUR APPLICATION

Troy Promotions
1614 17th Street NW, #805
Washington DC 20009

TroyPromotions@gmail.com

(202) 270-6793

Vendor fees are non-refundable

Thank you.

Do not write below this line.
For official use only.

Amount of Application & Show Fees _____

3.75% Processing Fee _____

Total Amount to Process _____

Processing Date _____

Hold Harmless Agreement

(Vendor/Exhibitor)
agrees to the following conditions of participation in the Springing for Spring Arts & Crafts Show (Event).

1. The **Vendor/Exhibitor** agrees to release, defend, indemnify and hold the Springing for Spring Arts & Crafts Show, PR Springfield Town Center, PREIT-Rubin Inc. and Troy Promotions (**Parties**) and their agents, servants, employees and volunteers harmless from and against all claims of any nature whatsoever, arising out of or in connection with the **Event**. On behalf of the **Vendor/Exhibitor**, and any estate, assigns and heirs, **Vendor/Exhibitor** do hereby indemnify and hold the **Parties**, their trustees, officers, agents, employees and volunteers harmless from any damage or liability incurred by the **Parties** or others as a result of participation in the **Event** for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of participation in the **Event**. Further, it is expressly understood that such indemnity of the **Parties** shall not be limited by reason of enumeration or any insurance coverage provided.
2. The **Parties** shall not be responsible for any loss or damage occurring to the **Vendor/Exhibitor**, booth, equipment, vehicles personnel and/or property arising from participation in the **Event**.
3. **Vendor/Exhibitor** represents that it is sufficiently staffed, skilled and experienced in the type of services set forth herein.
|
4. The **Vendor/Exhibitor** represents that it shall comply with all applicable local, state and federal laws while conducting its activities in connection with this Agreement.
5. The terms of this Agreement may not be changed, except by a written amendment executed by the **Parties** and the **Vendor/Exhibitor**.

Print Name

Title

Signature

Date