

32st ANNUAL ARLINGTON COUNTY FAIR



August 6-10, 2008

**Thomas Jefferson Community Center,
3501 S. 2nd Street, Arlington, VA 22204**

Voicemail 703-920-4556 • Fax 703-228-1851 • TTY: 703-228-4743
www.ArlingtonCountyFair.org • Email: info@ArlingtonCountyFair.org
US mail: 3700 South Four Mile Run Drive, Arlington, VA 22206
Event Manager, 703-228-1853

2008 NON-FOOD INDOOR EXHIBITORS

(Arts and Crafts, Commercial businesses, Community/Civic Organizations,
Political Candidates/Organizations, and Multi-Level Marketing)

PROGRAM POLICY AND PROCEDURES and ARTS/CRAFTS JURIED GUIDELINES

**PLEASE REVIEW THE FOLLOWING VERY CAREFULLY BEFORE COMPLETING
AND SUBMITTING YOUR APPLICATION.**

EXHIBITOR PROGRAM POLICY:

The exhibition component of the County Fair is designed to provide fairgoers with a high quality, diverse mix of exhibitors that are reflective of the Arlington community. **There are five classifications of exhibitors: artists and crafts people, political candidates and organizations, community and civic associations, multi-level marketing, and commercial businesses.** Booth fees are set for each classification by the Fair Board. **All applications are processed on a first come-first served basis.**

Artists and Crafts exhibitors are selected through a juried process and guidelines are provided at the end of this document. See new information for 2008.

Booth locations are assigned by the Fair Board and Event Manager and once assigned, are not negotiable. The need for electricity also affects booth assignments. Due to limitations on available space, the Arlington County Fair, Inc. cannot guarantee booth space for all applicants. Corner spaces are reserved for sponsors and vendors who require ADA accommodations or special needs. **Prior acceptance into the Fair does not guarantee automatic approval. Repeated booth location is also not guaranteed.**

Due to limited booth spaces, please do not request a 10'x20' booth space unless your display warrants this much space.

Confirmation, booth assignment, parking passes and any additional information will be sent once your application is received and processed. If we cannot accommodate your exhibit, all monies will be returned.

Comments, questions, or concerns regarding the exhibitor registration process or policy and procedure should be submitted to the Event Manager and Fair Board of Directors for clarification.

EXHIBITOR PROGRAM PROCEDURES:

1. **DEADLINE:** All applications must be received with payment by **May 1, 2008.**
2. **ARTS/CRAFTS REQUIREMENTS:** All arts and crafts applications are subject to a **juried process. Please see juried guidelines with Artists and Crafters applications and submit prints or digital images with the application.** Exhibitors must make their own products from start to finish. This means that 100% of the inventory must be handmade by the exhibitor. **See Arts & Crafts Juried Guidelines for new information in 2008.**
3. **APPLICATION SUBMISSION:** Each applicant must submit a fully completed Application for Space. Any application submitted on an obsolete application will not be processed. Each applicant must provide a stamped self-addressed #10 envelope bearing \$.89 postage. Payment must be properly calculated and paid in full, or it will delay processing. **Applications which do not include a self-addressed envelope will be returned.**
4. **CANCELLATIONS:** Full refunds will be made if your application is cancelled before June 15, 2008. If you do not show up, your Exhibitor Fee will be forfeited.
5. **ELECTRICITY:** There are a limited number of booths where electricity is provided. (**not available for Co-op. See Guidelines for information.**) Electricity is available at a cost of \$50 Users of electricity must supply 12 gauge heavy-duty extension cords. Devices not allowed: Hot plates, microwaves, any kind of warming/heating devices.
6. **TABLES MUST BE RESERVED IN ADVANCE AND PAID FOR ON THE APPLICATION:** The Arlington County Fair, Inc. will have tables for the use of those exhibitors who request and pay for them in advance. The fee for an 8-ft. table is \$25. The fee for a 6-ft table is \$20. **Co-op exhibitors share space and may not request additional tables. See Guidelines for information. PLEASE DO NOT TAKE TABLES FROM SOMEONE ELSE'S SPACE.**
7. **CHAIRS:** Arlington County Fair will **NOT** provide chairs. Each exhibitor must supply his/her own chair(s).
8. **PARKING:** Only Two (2) on-site parking passes will be provided to each exhibitor. (**one [1] pass will be provided for Co-op arts & craft vendors. See Guidelines for information.**) Parking is First-Come-First Serve due to limited availability of parking. Additional passes will not be provided. Please REMEMBER to bring your passes and display them on the dash board at all times. Towing will be enforced. We will not be able to provide additional parking passes if lost or forgotten.
9. **BUSINESS LICENSE:** The Arlington County Fair, Inc. (ACF) purchases an Arlington County Business License providing blanket coverage for all vendors to conduct business at the Fair. This includes a Hazardous Use Permit for exhibitors who use compressed gas cylinders.
10. **SALES TAX:** Each exhibitor is responsible for charging Virginia State Sales Tax and submitting the Temporary Sales Tax Certificate ST 50 to the State-copy enclosed.

11. **BOOTH SET UP AND STRIKE DOWN:** Booth set-up must be completed by 6:00 PM on Thursday, August 7. Set-up will be allowed on Wednesday, August 6 from 4:00 PM to 9:00 PM., and on Thursday, August 7 from 2:00 PM to 6:00 PM. All booths must remain in place and be staffed during the total operating hours of the Fair unless other arrangements have been made with the FAIR CHAIRMAN. Booth removal will take place Sunday, August 10, not to begin earlier than 5:00 PM and must be completed by 7:30 PM. Load out procedures will be provided during the fair. **Co-op exhibitors will be expected to be available to remove their work at strike. See Guidelines for information.)**
12. **BACKDROPS:** MUST NOT EXCEED 8 FEET IN HEIGHT. **SIDES MUST NOT EXCEED 4 FEET IN HEIGHT.** Exhibitors and craft demonstrations must provide floor covering if they are using any material that may damage the gym floor. **All exhibitors are responsible for the removal of all equipment and debris from their booth and from the building before leaving the Fair site on Sunday evening.**
13. **EASY-UP TENTS (Inside Use):** Only the frame may be used inside. Easy-up tent Canopy itself will **NOT** be allowed inside due to fire regulations.
14. **GAS CYLINDERS:** General safety precautions must be taken: **All bottled gas cylinders must be secured. If you have helium gas cylinders, you must have an approved holding stand or cart to which you can secure your cylinder or they will not be allowed in.** The Fair does not provide these stands/carts. They are often available upon request from a helium distributor. Gas cylinders that are not properly secured will have to be removed from Fair premises in accordance with Arlington County Fire Department regulations. Arlington County Inspectors will tour the Fair to observe safety.
15. **CONTESTS, RAFFLES, ETC.:** All exhibitor contests including raffles, drawings, contests with prizes to be awarded after the Fair, etc. must receive prior approval by the Event Manager, Denise Marshall Roller. Call 703-228-1853 or email dmarshallroller@arlingtonva.us. The Fair is not responsible for the management and administration of exhibitor contests. Raffles must comply with State law. For information, contact the VA State Gaming Commission.
16. **NO ROAMING SOLICITATIONS:** Distribution of literature, products, services, items for sale, raffles, prizes, baked goods, etc. must take place within your booth space. No roaming promotion of any kind is permitted. **THIS WILL BE ENFORCED!!!**
17. **HELIUM BALLOONS/ADHESIVE STICKERS:** **will incur a \$75.00 fee paid in advance.**
18. **NO SMOKING POLICY:** Arlington County Ordinances Prohibit Smoking In All Public Buildings as well as on the outside grounds.
19. **SECURITY:** The Arlington County Fair, Inc. provides overnight security. However, the Fair is **NOT** responsible for theft/personal injury.
20. **AUDIO DEVICES:** Any exhibitor using audio devices (including TVs, tape players, etc) must ensure that the devices are adjusted so as not to interfere with the activities of nearby exhibitors.
21. **GYM FLOOR:**
 - ◆ Sharp or pointed objects that contact the floor are not allowed. This includes legs on chairs, tables or display panels. Steps need to be taken to make sure proper glides or cushions are in place on all items that may puncture or scratch the floor. If necessary, protective floor covering should be used if display panels have rough edges.
 - ◆ All painting and sealing of such items as display panels or stands should be done prior to bringing

the item in the gym for the Fair. Touch-ups are not allowed.

- ◆ Items must not be dragged across the floor. This includes wheels on carts that do not turn or rotate properly or that are carrying too much weight. Help should be arranged to move heavy or awkward items... **DO NOT SLIDE ANYTHING ACROSS THE GYM FLOOR!**
 - ◆ All temporary points should be indicated using rubber gym floor tape. Never use magic markers to mark floor surfaces.
 - ◆ All spills should be reported immediately to custodial staff on duty.
 - ◆ **The Fair Board has the right to declare any part of a booth unacceptable, and can order said equipment removed from the gym.**
22. **LIVE ANIMALS:** ALL animals to be displayed or exhibited must be pre-registered with the Event Manager, Denise Marshall Roller. Call 703-228-1853 or email dmarshallroller@arlingtonva.us, and Arlington Animal Control for an exhibit animal pre-registration form. Any animal that is not pre-registered will be removed from the Fair premises by Arlington County Animal Control.
23. **PA SYSTEM:** The indoor PA system is used for Arlington County Fair business and management as follows: instructions for exhibitors and patrons, announcements re: Fair activities, schedules and programming, car towing warnings, emergencies (lost children, etc.). The indoor PA system will NOT be used for announcing exhibitor contests, promotions and activities. The acoustics in the indoor gym are not ideal. What sounds too loud to some cannot be heard by others, depending on their location. It is critical for everyone to hear announcements as opposed to not hearing them. Therefore, we ask that everyone be understanding, patient and tolerant of announcements.
24. **BOOTH DISPLAYS:** All booths will be screened for appropriate displays by the Fair Chairman and Event Manager prior to the Fair opening. The Fair reserves the right to request the removal of inappropriate and/or adjustment of displays, photos, etc.
25. **BOOTH SHARING:** Booth sharing is permitted, however, you must list all the businesses and organizations involved in your booth on your application in order to be listed in the Fair program and on the master booth layout. **See Arts & Crafts Juried Guidelines for Co-op option available in 2008.**
26. **OPENING CEREMONIES:** Opening Ceremonies will take place on Thursday, August 7, 6:30 p.m. Exhibitors are encouraged to attend the Opening Ceremonies, however, they may choose to staff their booth during this time for security purposes.
27. **FOOD/DRINK:** Indoor exhibitors who plan to serve food such as baked goods, bottled water, etc. are subject to the Arlington County Environmental Health Bureau guidelines and permit requirements. Call 703-228-7400 for more information.
28. The Arlington County Fair may alter these rules at any time.

Arts and Crafts Juried Guidelines

Eligibility:

Artists must be 18 years of age or older.

The Fair will consider for inclusion all fine craft and art media including, but not limited to: clay, fiber, furniture, glass, jewelry, leather, metal, paper, wood, original painting, drawing, photography, sculpture, fiber art, digital, and mixed media, original bath products, original candles and original scented products.

Work must be original and executed by the accepted artist.

Works produced with commercial kits, molds, patterns, plans, prefabricated forms, or commercial methods are **NOT** eligible. T-shirts and commercial clothing are not eligible. These items are considered commercial business products and the exhibitor should use the Fair's Commercial Business Exhibitor Application. Businesses such as Mary Kay Cosmetics, Tupperware, Creative Memories, etc. are considered home-based businesses (unless a commercial space is also owned/operated by the exhibitor) and these exhibitors should use the home-based business application.

Studios that produce works in volume (mass production) are not eligible.

Only limited edition prints from one source, hand-pulled, signed and numbered by the artist, will be permitted.

Prints of photographs made from the artists' original negative must be hand-processed, signed and numbered by the artist.

Paintings, graphics, prints, and photographs must be appropriately displayed in a suitable portfolio or stand, hung matted or framed.

Ceramics must be handcrafted by the artist.

If multiple pieces of the same design are displayed, each must be signed. Only artists who have been accepted into the jewelry category are permitted to display and sell jewelry.

No products sold may be used or secondhand.

Two or more artists may share one 10' x 10' or 10' x 20' booth space, if desired. However, you must list all the artists involved in your booth on your application in order to be listed in the Fair program and on the master booth layout.

Artists may exhibit and sell only products that were represented to and accepted by the jurying committee. If an artist changes media, he or she must present the new products for screening.

2008 Co-op Option

Arlington Cultural Affairs is purchasing booth space at the Fair to give arts & craft vendors an opportunity to share in a community space. All applicants for the co-op must follow the same rules and procedures to apply but will indicate on the application if requesting a booth space or the co-op and pay the appropriate fee. Depending on the number of artists juried into the co-op, each artist may bring a limited number of items to the fair, share space with other co-op artists (who may be selling similar media), sign up to work a 3-5 hour shift at the booth, provide a detailed inventory sheet with a number and the price of each item affixed to the work, and will have a 30% commission subtracted from the sale of his or her work. All co-op artists work will be sold by Cultural Affairs staff and the artists on duty, recorded on the inventory sheet provided. The artist will receive payment for the sale of his or her work, minus the commission, within two weeks of the close of the Fair.

Submission and Screening:

Applicants are screened by a three-five-person panel of arts professionals that makes its recommendations to the Arlington County Fair Board of Directors. Criteria for Fair participation include: artistic quality, craftsmanship (including safety and durability), marketability, the artist's ability to provide an adequate inventory, and from a management perspective, the creation of a balanced presentation of products.

Previous acceptance and participation in the Fair does not guarantee approval.

The screening panel makes its determinations on the basis of the artist's written application and a minimum of 3 and up to 6 images of the work the artist wishes to be considered. Good quality, clear, legible prints and/or digital images (jpg or pdf on 1 CD are acceptable for screening purposes). All prints and images are considered as a representation of the artist's work. Poor prints or images may affect the selection process. Do not include any other images or files on your CD. The screening panel reserves the right to dismiss an artist if the work is not accurately represented in the screening images or does not appear to be in compliance with entry regulations.

During the Fair, there will be an on-site review of each display by at least one member of the screening panel. Occasionally artists may be asked for permission to use specific images for publicity purposes.

Indoor Hours of Operation:

- Thursday, August 7 - 7:00 PM to 10:00 PM
- Friday, August 8 - 10:00 AM to 9:00 PM
- Saturday, August 9 - 10:00 AM to 9:00 PM
- Sunday, August 10 - 11:00 AM to 5:00 PM