



## **44<sup>th</sup> ARBUTUS ARTS FESTIVAL**

**Date:** Sunday, May 21, 2017      **Time:** 10:00am – 5:00pm

**Location:** East Drive in Arbutus, MD 21227

**Entrance Fee:** \$100

**Space Size:** 16 feet wide x 10 feet deep

**Email:** [arbutusartsfestival@gmail.com](mailto:arbutusartsfestival@gmail.com)    **Phone:** 443-833-4548

[www.arbutusartsfestival.com](http://www.arbutusartsfestival.com)

### Rules and Regulations

1. The festival will be held rain or shine. There is no raindate. Refunds will not be issued for bad weather.
2. Each crafter must provide their own setup equipment and display items. We do not allow generators or provide electricity.
3. East Drive will be closed to the public as of 6:00am on May 21<sup>st</sup>. Crafters may unload items on the sidewalk by their assigned space. All vehicles must be off the street as soon as they are unloaded and prior to 7:15am.
4. If a crafter is not in their assigned space by 10:00am, the space will be sold and money will not be refunded.
5. The festival is open from 10:00am until 5:00pm. Crafters must stop all sales at 5:00pm and clean up their space at the end of the day.
6. Spaces will be assigned in an attempt to honor all specific requests. However, the Arbutus Arts Festival Committee reserves the right to make final space assignments and change assigned spaces, if necessary. Crafters will be notified by the Committee of any space changes.
7. The Arbutus Arts Festival Committee reserves the right to decline any application which does not meet the guidelines or is deemed unacceptable.
8. The Arbutus Arts Festival Committee reserves the right to limit the number of crafters accepted in a particular category.
9. Crafters may ONLY sell what is listed on their application. Photos including a representative sample of items must be submitted with the application. Applications without photos will not be accepted. Crafters who pre-register the day of the festival must submit photos before their application will be final approved. Photos may be mailed or emailed to the appropriate address below.
10. Crafter spaces are 16 feet wide x 10 feet deep. Tents and displays must start at the curb and cannot extend into the street beyond 10 feet. No soliciting is allowed outside of the designated space.
11. All items offered for sale MUST be handmade by the crafter. Wholesale items are not acceptable. There can be no product changes or product line additions after an application is submitted and accepted.
12. No food is permitted to be sold or given away as samples, unless prior approved by the Committee. Any food crafter giving out samples of their handmade food items must submit a copy of their temporary food service facility permit.
13. No generators are permitted.
14. No fundraising or raffles are permitted.
15. No pets, bikes, skateboards, roller blades or scooters will be allowed.
16. Crafters must bring their confirmation letters on the day of the festival and display the vendor parking pass on their vehicle dashboard for entrance to the parking lot.

### General Information

1. An information packet containing details of allocation spaces, instructions for the festival, and a parking permit will be mailed to each crafter by the end of April 2017. Please add our email address ([arbutusartsfestival@gmail.com](mailto:arbutusartsfestival@gmail.com)) to your address book to prevent our emails from being marked as spam.
2. For further information, please email us at [arbutusartsfestival@gmail.com](mailto:arbutusartsfestival@gmail.com) or call 443-833-4548.
3. Once registered, crafters will not receive any other correspondence until packets are mailed in late April.
4. Crafters are responsible for obtaining their own permanent sales & use tax ID or EIN, if appropriate. If a crafter wishes to obtain a temporary sales & use tax ID for this festival only, the Arbutus Arts Festival Committee will submit their information to the Comptroller Office and a temporary tax ID will be assigned.



# 44<sup>th</sup> ARBUTUS ARTS FESTIVAL APPLICATION

Date: Sunday, May 21, 2017 Time: 10:00am – 5:00pm

Location: East Drive in Arbutus, MD 21227

Email: [arbutusartsfestival@gmail.com](mailto:arbutusartsfestival@gmail.com) Phone: 443-833-4548  
[www.arbutusartsfestival.com](http://www.arbutusartsfestival.com)

Entrance Fee: \$100

Space Size: 16 feet wide x 10 feet deep

Checks payable to: Arbutus Arts Festival Mail to: Arbutus Arts Festival, P.O. Box 7459, Baltimore, MD 21227

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Tax ID #: \_\_\_\_\_ (Enter permanent sales & use tax ID or EIN if appropriate, N/A if temporary ID is needed)

New Crafter: \_\_\_\_\_ Returning Crafter: \_\_\_\_\_ 2016 Space Number: \_\_\_\_\_ # of Spaces Requested: \_\_\_\_\_

Location Preferences: \_\_\_\_\_

*(Previous space numbers and location preferences will be taken into consideration, but cannot be guaranteed)*

Main single craft category: \_\_\_\_\_

Description of articles to be displayed (use back if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applications will NOT be processed without the following information:

- Completed application form
- Crafter fee (check/money order)
- Photos that represent crafter items for sale (photos may be submitted via mail or email)

*As a material part of the consideration to be rendered by me for the right to participate in the Arbutus Arts Festival, I hereby agree to HOLD FREE from liability the Arbutus Business and Professional Association and any of its members individually or collectively for any loss or damage to goods, wares, merchandise, or property in, on or about the area in which the festival is to take place, which may occur at any time, and I hereby waive any claim or cause of action against said association, and any of its members individually, which may arise as the result of any such loss or damage. I understand that the display and/or sale of any items which are not handcrafted will result in my being ineligible for the 2017 Arbutus Arts Festival, as well as future festivals. I agree to remove articles or leave the festival upon request of the Committee Director or Chairman with no refund if the articles on display are not believed to be handcrafted. I understand that no food is permitted to be sold or given out during the festival (unless prior approved) and that raffles and fundraising are not permitted. I understand that I am responsible for cleaning my area at the end of the day. I acknowledge that the Arbutus Arts Festival Committee has my permission to use photos of my items on the Arbutus Arts Festival website and/or Facebook page. I have read the agreement and agree to abide by all rules of the festival.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Space Number: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_



# 44<sup>th</sup> ARBUTUS ARTS FESTIVAL PROMOTION OPPORTUNITIES

Date: Sunday, May 21, 2017 Time: 10:00am – 5:00pm

Location: East Drive in Arbutus, MD 21227

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[www.arbutusartsfestival.com](http://www.arbutusartsfestival.com)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

The Arbutus Arts Festival would like to offer the following promotion opportunities to our crafters this year:

**Website Link:** The Arbutus Arts Festival website will be updated with a 2017 crafter list in January 2017. If the website link option is selected below, the crafter website link will appear on our page at that time. The link will remain posted on our site until December 2017.

**Facebook Promotion:** Facebook featured crafters will begin in April 2017 and continue through the day of the festival. If there is any particular information that you would like included in the featured post, please include that information in the space provided below.

**Program Book Advertisement:** The Arbutus Arts Festival publishes a program book every year that is distributed throughout our community and available to all festival attendees. Local businesses advertise in this book and we are opening advertising to our crafters this year as well.

Please check all appropriate items below:

\_\_\_\_\_ I would like a link to my website from the Arbutus Arts Festival crafter website. **(\$10)**

My website address is: \_\_\_\_\_

\_\_\_\_\_ I would like to be a featured crafter on the Arbutus Arts Festival Facebook page. **(\$10)**

My Facebook page or website address is: \_\_\_\_\_

I would like the following information included in the feature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I would like to include an advertisement in the Program Book. **(\$25)**

Crafter advertisements will be approximately the size of a business card. Please submit a typeset ad electronically to [arbutusartsfestival@gmail.com](mailto:arbutusartsfestival@gmail.com), or mail a business card with your application. Deadline for this option is March 15, 2017.

**Please make checks payable to:** Arbutus Arts Festival. **Mail to:** Arbutus Arts Festival, P.O. Box 7459, Baltimore, MD 21227. Promotion fees may be included in the same check as the crafter space fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Space Number: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_