



2018 Exhibitor Application

Saturday, August 4, 2018 9:00am-5:00pm

Sunday, August 5, 2018 9:00am-4:00pm

\$25 late fee is applied to applications received on/after 3/1/18 deadline

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

WEBSITE: _____

CATEGORY: _____

PRICE RANGE: _____

Please describe your work from raw materials to finish product: *(attach additional documents)*

Please include 2 copies of receipts of raw materials purchased in 2016/2017 and 7 photographs with your application. This is to include 3 images of your final product; 3 images of you working in your studio or workshop with raw materials, tools and the work process; 1 image of your booth setup.

Site Fee Preferred: *(please refer to 2018 Site Map)*

___ Blue \$400 ___ Green \$350 ___ Yellow \$350 ___ White \$300

Booth Size: *(please circle)* Single / Double / Triple / Quad Site

Preferred Setup Time/Date: *(these times and dates are not guaranteed)*

___ 8/3/18 8-10am ___ 8/3/18 11-1pm ___ 8/3/18 2pm-4pm ___ 8/3/18 5-7pm

___ 8/4/18 6am-8am



Guidelines

ELIGIBILITY

The Festival exhibits handmade original work, not the work of mass production; all commercially produced prints must be clearly marked as prints so as not to mislead the public. No work which has been made with commercial kits, purchased molds, patterns, plans or prefabricated pieces is allowed. The festival committee reserves the right to refuse exhibition of work not consistent with the quality of submitted slides and these guidelines. You may not exhibit work purchased from other artists for resale. Artists' representatives may not participate in the festival in place of the artist. Artists themselves must be present throughout the entire festival. Please respect the integrity of the event. Please do not have anything for sale in your booth that you did not create by hand.

FESTIVAL LAYOUT

The Borough of Stone Harbor would like to thank our loyal artisans for returning to the 2018 show. Please refer to the [2018 Site Map](#). The mediums are grouped into four areas of the field in order to showcase your artistry in the best possible way. The Borough is responsible for renting four large pole tents 60' wide x 120' long, labeled Tent #1 (T1), Tent #2 (T2), Tent #3 (T3), Tent #4 (T4). The BLUE sites under these tents are 15' wide x 10' deep and GREEN sites under these tents are 12' wide x 10' deep. If you secure one of these sites, exhibitors must supply their own display setup (free-standing walls, tables, chairs, etc.). Please refrain from using a 10x10 canopy tent underneath the large pole tent as it is too cumbersome and may puncture the tent roof. If you secure a WHITE or YELLOW site in Area #1-4 outside of the pole tents, these sites are 10x10. The exhibitor is responsible for supplying and setting up a white, professional grade 10x10 canopy tent, tables, chairs, etc.

ELECTRICITY

Electricity is not provided due to the location of this event. Generators exhaust carbon monoxide which is toxic and can make people sick if proper ventilation and distance from tents are not maintained. The Festival Committee reserves the right to approve the use of any and all generators on-site. Any generators that do not get approval will need to be removed immediately.

ACCOMMODATIONS

Our Festival will be held on the recreation field at 80th Street, across from the beach. When making travel arrangements, please keep in mind availability is VERY LIMITED in Stone Harbor during the summer, especially in August so please be mindful and reserve early once notification is accepted.

REGISTRATION & PARKING

Registration will take place on the Recreation Field along First Ave (in front of the playground) at the festival site. You must check-in prior to unloading. You will be issued (1) 3-day long-term parking permit for designated vendor parking areas. Passes will have your company name printed on them; they will not be replaced if lost. All parking passes must be displayed in your dash board. **Please do not drive on the field during setup or breakdown.** Areas for loading and unloading are on a first come-first serve basis.

SETUP

Setup begins Friday, August 3rd. There will be four designated time blocks throughout the day beginning at 8:00am. You will also have an opportunity on Saturday, August 4th at 6:00am to setup, however you must complete load-in by 8:00am. Please indicate on the application which day/time block you will be arriving. A limited number of vendors will be permitted to setup during each time block; therefore time



blocks are on a first come-first serve basis. Please be courteous to other vendors and move your vehicle after 15 minutes when double parked. We will be providing extra assistance this year to aid in un-loading and loading, but we ask that you bring a hand truck to ease the strain of setup. Police will be on regular patrols Friday and Saturday nights, but each artisan is at his or her own risk and should carry appropriate insurance. YOU are solely responsible for setting up and securing your work and property. Please do not breakdown before Sunday at 4:00pm.

TIMELINE

Applications Due: February 28, 2018 Please still submit an application even if you participated in 2017. You may have a personal/professional conflict in 2018, so we do not want to automatically assume you can participate. Do not send money without receiving your acceptance email first. We will accept applications until all spaces are filled. Late application fees apply.

Notifications: April 2, 2018 If you do not hear a response by 4/2/18, please confirm your application was submitted successfully by emailing info@shacfest.com

Site Fee Due: May 1, 2018 If accepted, you will then be required to send in your respective site fee. All checks to be made payable to the Borough of Stone Harbor listed below.

Site Assignments/Setup Times – Emailed by June 1, 2018 The Festival Committee confirms the placement of all vendors. The Committee cannot guarantee a specific location to any vendor, but will give priority to those that participated in 2017, if applications are submitted prior to the deadline. Parking passes will be provided upon check-in.

CANCELLATION POLICY

The Festival is a rain or shine event. If weather, major disaster, or other circumstances beyond the control of the Borough of Stone Harbor cause the cancellation of the festival, participation fees will not be returned. The Borough of Stone Harbor cannot be held liable by exhibitors for the failure of the event to take place. Cancellations prior to May 1, 2018, must be in writing and submitted by mail or e-mail to info@shacfest.com. Refunds will not be awarded for cancellations after May 1, 2018 or no-shows. Artists who have not checked-in and/or called the Festival Emergency number (number will be available in confirmation materials) by 8:00 a.m. of the morning of load-in (Friday, August 3rd) will be considered a "no-show" and will not be eligible for refunds and assigned space(s) will be forfeited to a wait list artist.

SALES TAX

Exhibitors are responsible for reporting their sales and collecting and paying sales tax, which in New Jersey is 6.625%. For more information about sales taxes and exempt items contact the office of the [NJ Department of the Treasury](#).

INQUIRIES/PAYMENTS

All correspondence and inquiries should be addressed to:
(609) 368-5102 / info@shacfest.com
Borough of Stone Harbor
Attn: Arts & Crafts Festival
9508 Second Ave
Stone Harbor, NJ 08247



Indemnity Clause

Hold Harmless Agreement

To the fullest extent permitted by law, (_____) agrees
(Name of Exhibitor)

to defend, pay on behalf of the Borough of Stone Harbor, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stone Harbor against any and all claims, demands, suits, or loss, including the costs connected therewith, and for any damages which maybe asserted, claimed or recovered against or from the Borough of Stone Harbor, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stone Harbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of or use thereof, which arises out of or is in any way connected or associated with the use of the 80th street recreation facilities during the 2018 Stone Harbor Arts & Crafts Festival.

Signature

Date

Photo Release:

A photographer may be on site to document the event. Photographs are the sole property of the Borough of Stone Harbor. By registering for and attending this event, understand that the Borough may use the likenesses for future promotional purposes. If you do not wish to be photographed, please notify the photographer and/or videographer on site.

Checklist:

- ___ Executed Exhibitor Application
- ___ Executed Indemnity Clause
- ___ (2) copies of recent receipt for raw materials
- ___ Initialed Guideline document
- ___ (7) photographs (see pg 1 for details)
- ___ SASE (large enough to return your photographs)
- ___ Copy of Department of Agriculture Permit (if applicable)
- ___ \$25 Late Fee Check payable to the 'Borough of Stone Harbor' (non-refundable)

All required paperwork should be mailed to the following address:

Borough of Stone Harbor
Attn: Arts & Crafts Festival
9508 Second Ave
Stone Harbor, NJ 08247

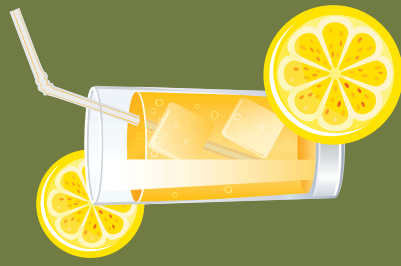


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R & R TENT

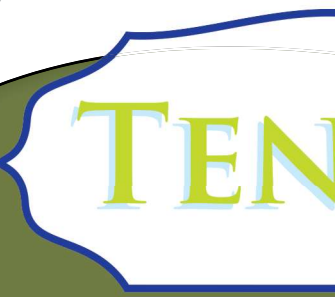


LEMONADE STAND



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