

46th ANNUAL DOGWOOD FESTIVAL APPLICATION

This form is intended to serve as your application for the Dogwood Festival at the Big Sandy Superstore Arena. The 46th annual show is scheduled for April 13, 14, 15 of 2018.

***** PLEASE PRINT CLEARLY *****

NAME OF EXHIBITOR: _____

NAME OF BUSINESS: _____

ADDRESS: _____

CITY _____ ST _____ ZIP _____

TELEPHONE: _____

E-MAIL: _____

WEBSITE: _____

Please list three references from recent Arts & Crafts Festivals:

	Festival and Year	Contact Name	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Or

4. Tamarack Buyer _____

List the craft you plan to exhibit and include a detailed description of the product/s (may include art, woodcrafts, pottery, jewelry, etc.) **Please note that this year you will NOT be approved until this information is received.**

(1) _____

(2) _____

(3) _____

Have you exhibited in the Dogwood Festival before? ___ Yes ___ No

If YES, How many years? _____

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2018 DOGWOOD FESTIVAL BOOTH INFORMATION

A standard single booth is 10' x 10' and includes the following:

1- 8 ft. covered and skirted table * 2 - padded chairs * 1 -110V outlet * 2 – exhibitor badges, Pipe and drape on back and sides of booth

ENTRY INFORMATION:

EARLY BIRD Rate: (must be postmarked no later than January 31, 2018)

Single: \$160____ Double: \$220____ Triple: \$310____ Quad: \$400____ = \$ _____

2018 STANDARD RATE:

Single: \$200____ Double: \$300____ Triple: \$400____ Quad: \$500____ = \$ _____

ADDITIONAL TABLE (S) _____ @ \$10.00/EA. = \$ _____

If you do need ANY tables, please specify YES NO

ADDITIONAL LINEN (S) _____ @ \$5.00/EA = \$ _____

ADDITIONAL 110V OUTLET _____ @ \$25.00/EA. = \$ _____

(Note: 1 110V outlet included in booth rental)

OUTLET 208V _____ @ \$50.00/EA. = \$ _____

RV SPACE _____ DAY(S) @ \$35.00/NIGHT = \$ _____

(Includes water, electric, tax)

Thu - Fri – Sat - Sun (Circle Days to be here)

APPLICATION FEE (non-refundable) = \$ 10.00

TOTAL AMOUNT DUE = \$ _____

*Equipment rental rates are for advance reservations. Higher rates apply for additions made during the move-in.

MAKE CHECK OR MONEY ORDER PAYABLE TO
SMG Facility Management Corporation of Huntington
One Civic Center Plaza, HUNTINGTON, WV 25701
THANK YOU FOR YOUR COOPERATION.



If you have questions, please call (304) 696-5990 and ask for Dogwood Festival assistance or visit the Dogwood link at www.bigsandyarena.com. Email questions to dogwood@bigsandyarena.com

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2018 DOGWOOD RULES & REGULATIONS

- Current Tamarack Artisans do not have to go through the jurying process.
- All West Virginia and non-West Virginia artisans who are NOT juried by Tamarack must submit one (1) photograph of your booth during a recent craft show, at least (4) photographs of the items you make to be sold, and a list of three (3) references from other arts & crafts festivals you have participated in. Please list link to professional website if applicable. No applications will be processed without photographs and references unless discussed in detail with the show manager prior to acceptance. These photographs will be used for our jury process.
- The craft listed on your application is ALL that will be permitted in the show. Any changes must be approved by March 30, 2018.
- Any item in which all elements are commercially produced or distributors of such items are prohibited. This will be carefully reviewed and the Arena reserves the right to remove any vendor violating this policy with total forfeiture of fees paid.
- The Arena management reserves the right to reject any exhibitor. The arena does not provide exclusivity regarding products or services. Every effort is made to create a show that provides quality and choice for our patrons.
- Acceptance and/or rejection letters will be mailed out no later than March 16, 2018 for all complete applications. Please do not contact the arena regarding your application status, unless you do not receive a letter of confirmation or rejection.
- Entrants must be at least 18 years of age, unless special permission has been granted by the Big Sandy Superstore Arena.
- A non-refundable APPLICATION FEE OF \$10.00 must be included with your application. Application fee is due every year regardless if returning vendor. This administrative and processing charge is non-refundable
- Exhibitors are responsible for any and all taxes and fees associated with the show. This includes, but is not limited to, State of WV taxes, local taxes, and City of Huntington licenses.
- Exhibitors are responsible for providing easels, extension cords or any other display equipment required. An electrical outlet will be supplied, with booth rental. Please make a careful assessment of your needs. There will be NO REFUNDS on items or materials not used.
- Special rules apply to Food Craft exhibitors. No food or beverage competing with the Big Sandy Superstore Arena Concessions will be permitted.
- Sales booths must be staffed and REMAIN OPEN FOR ALL HOURS of the show. Exhibitors will be responsible for booth staffing and the Arena assumes no responsibility in providing relief personnel. Early move-outs result in disqualification from future Dogwood Festivals.
- Booths are composed of drapes attached to aluminum poles. Thus, you may not attach anything to the sides or back of the booths. (Hooks will be provided)
- Each exhibitor receives two (2) exhibitor badges per application, which will be honored throughout the show. You may request additional badges, if needed during move-in. Badges are required for admittance into all Dogwood-related events, including the show itself.
- Exhibitors may have access to their booths one hour prior to general public admission each show day.

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Show Hours: (*SUBJECT TO CHANGE*)

Friday, April 13, 4p-8pm;

Saturday, April 14, 10am-6pm

Sunday, April 15, 12pm-4pm

- Move-In: Exhibitors will be permitted to move-in on Friday morning April 13th starting at 9am. Your acceptance letter includes your booth number, move in will be on a first come first serve basis. Your cooperation in this area is greatly appreciated.
- Move-out: All exhibitors **MUST** be completely removed from the building by 8pm on Sunday April 15, 2018.
- Upon receiving acceptance letter **Payment IN FULL must be received by March 30, 2018.**

Your signature on this application confirms that you understand the rules and regulations and you are agreeing to abide by these regulations.

Signature: _____