

## 42<sup>nd</sup> ANNUAL DOGWOOD ARTS & CRAFTS FESTIVAL APPLICATION

This form is intended to serve as your application for the Dogwood Arts & Crafts Festival at the Big Sandy Superstore Arena. The 42nd annual show is scheduled for April 20, 21, 22 of 2012. Your signature on this application confirms that you understand the rules and regulations and you are agreeing to abide by these regulations.

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

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

NAME OF EXHIBITOR: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (DAYTIME) \_\_\_\_\_

(EVENING) \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please list three references from other Arts & Crafts Festivals:

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

Have you exhibited in the Dogwood Festival before? \_\_\_\_\_

If so, how many years? \_\_\_\_\_

Number of shows you exhibit each year: \_\_\_\_\_

Did you exhibit in the 2011 Dogwood Festival? \_\_\_\_\_

**DOGWOOD APPLICATION 2012 – PAGE 2**

List the media you plan to exhibit (may include art, woodcrafts, pottery, jewelry, etc.):

**REMEMBER, YOU ARE LIMITED TO (3) MEDIA.... PLEASE BE SPECIFIC**

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

Requested booth number(s) *please refer to booth map*: \_\_\_\_\_

If you have any special needs regarding booth placement, please list below and we will do our best to accommodate you.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DOGWOOD APPLICATION 2012 – PAGE 3**

**2012 DOGWOOD FESTIVAL BOOTH INFORMATION**

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

1- 8 ft. table                      2 - padded chairs                      1 - 110V outlet                      2 - exhibitor badges

**ENTRY INFORMATION:**

**EARLY BIRD SPECIAL: (must be postmarked no later than March 1, 2012)**

Single: \$135\_\_\_ Double: \$195\_\_\_ Triple: \$295\_\_\_ Quad: \$385\_\_\_ = \$ \_\_\_\_\_

**STANDARD RATE:**

Single: \$150\_\_\_ Double: \$210\_\_\_ Triple: \$310\_\_\_ Quad: \$400\_\_\_ = \$ \_\_\_\_\_

PEGBOARD(S) \_\_\_\_\_ @ \$5.00/EA. = \$ \_\_\_\_\_

ADDITIONAL TABLE (S) \_\_\_\_\_ @ \$5.00/EA. = \$ \_\_\_\_\_

RV SPACE \_\_\_\_\_ DAY(S) @ \$25.00/NIGHT = \$ \_\_\_\_\_

**Check in time is 5:00pm** (Includes water, electric, tax)

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

ADDITIONAL EXHIBITOR BADGES \_\_\_\_\_ @ \$2.00/EA. = \$ \_\_\_\_\_

(Note: 2 badges are included with each application)

TABLE SKIRTING \_\_\_\_\_ @ \$10.00 per table/ WEEKEND = \$ \_\_\_\_\_

TABLE LINENS \_\_\_\_\_ @ \$10.00 per table/ WEEKEND = \$ \_\_\_\_\_

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

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

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

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 **BIG SANDY SUPERSTORE ARENA, One Civic Center Plaza, HUNTINGTON, WV 25701**. APPLICATIONS WILL BE PROCESSED ONCE FULL PAYMENT IS RECEIVED. THANK YOU FOR YOUR COOPERATION.

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If you have questions, please call (304) 696-5990 and ask for Dogwood Festival assistance or visit the Dogwood link at [www.bigsandyarena.com](http://www.bigsandyarena.com). Email questions to [brady@bigsandyarena.com](mailto:brady@bigsandyarena.com) or [Bajus@bigsandyarena.com](mailto:Bajus@bigsandyarena.com).

## 2012 DOGWOOD RULES & REGULATIONS

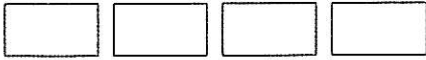
- Exhibitors must submit one (1) photograph of your booth during a craft show, one (1) photograph of each item to be sold, and a list of three (3) references from other arts & crafts festivals you have participated in. No new applications will be processed without photographs and references unless discussed in detail with the show manager prior to acceptance. These photographs will be used for our jury process.
- The three (3) media listed on your application are ALL that will be permitted in the show. Any changes must be approved by April 1, 2012. This will be reviewed during the show.
- Entrant must be actively engaged as an individual in the arts/crafts field (i.e., you must actively engage in the making, demonstrating and selling your own work).
- Any item in which all elements are commercially produced or distributors of such items are prohibited. This will be carefully reviewed in 2012 and the Arena reserves the right to remove any vendor violating this policy with total forfeiture of all fees paid. Final determinations are at the sole discretion of the Big Sandy Superstore Arena.
- The Arena management reserves the right to reject any exhibitor whose work does not meet requirements. Misrepresentations will result in forfeiture of booth fees.
- 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.
- Exhibitors requesting the same booth location from the 2011 show **MUST** indicate so and return their application on or before March 1, 2012. Failure to do so may result in forfeiture of the previous year's booth assignment location. **THERE ARE NO GUARANTEES!**
- Acceptance and/or rejection letters will be mailed out every Wednesday starting in March for all complete applications. Please do not contact the arena regarding your application status, unless you do not receive a letter of confirmation.
- 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 fees. This administrative and processing charge is non-refundable, even if your application is rejected.
- It is highly recommended that each entrant demonstrate the arts and crafts named on the application. These demonstrations should continue throughout most of the show hours. Please remember there is a limit of three (3) media per applicant. If booth space is shared between exhibitors, media is still limited to three.
- Special rules apply to Food Vendors. No food or beverage competing with the Big Sandy Superstore Arena Concessions will be permitted. Acceptance of food vendors will be at the sole discretion of the Big Sandy Superstore Arena.
- Vendors using hot grease or other flammable materials may be subject to fire watch charge.

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- 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. The Big Sandy Superstore Arena will not collect any taxes during the show, although on Sunday of the show representatives from the tax department will be on site to assist you with taxes due to the state. Forms will be provided at move-in to assist with your tax payment.
- 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.
- 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 blue & white drapes attached to aluminum poles. Thus, you may not attach anything to the sides or back of the booths. Table skirting and linens are available for an additional fee.
- Vendors may not advertise for other events in booth without written consent of the Big Sandy Superstore Arena.
- Each exhibitor receives two (2) exhibitor badges per application, which will be honored throughout the show. You may purchase additional badges, if needed. Badges are required for admittance into all Dogwood-related events, including the show itself.
- For special requests for booth placement, list the number in the appropriate location on the application and we will do our best to accommodate you.
- A sample map layout is enclosed for reference. Booth placement is at the discretion of the Big Sandy Superstore Arena. There are **NO GUARANTEED** locations. The arena reserves the right to re-number or change the layout.
- Exhibitors may return to their booths one hour prior to general public admission each show day. Show Hours: Friday, April 20<sup>th</sup>, 5p-9pm; Saturday, April 21<sup>st</sup> 10am-8pm and Sunday, April 22<sup>nd</sup> 12pm-5pm. (SUBJECT TO CHANGE).
- Move-In: Exhibitors will be permitted to move-in on Friday morning April 20<sup>th</sup> starting at 7a.m. Your acceptance letter includes your booth number with an approximate move-in time based on booth location. Your cooperation in this area is greatly appreciated.
- Move-out: All exhibitors **MUST** be completely removed from the building by 9:00pm on Sunday, April 22, 2011.
- Aisle space **MUST** remain clear. No craft person may use space in passageways or non-allocated areas. Please be considerate of fellow exhibitors by complying with this policy.
- Your cancelled check does not denote acceptance. Payment **IN FULL** must accompany application in order for it to be processed.
- **NO REFUNDS** will be issued once your application has been processed, unless the application is rejected.

# 42nd Annual Dogwood Arts and Crafts Festival

Gate C

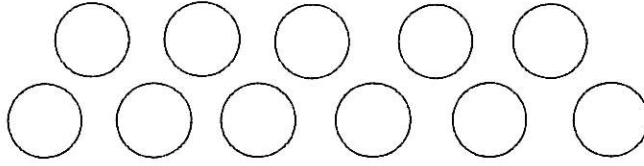


Strawberry Express

Rick's

Country Kitchen

Gate F



Food Court

Dip N Dots

- 39 B
- 39 A
- 39
- 38
- 37
- 36
- 35
- 34

156	157	158	159	160	161
144	145	146	147	148	149

162	163	164	165	166	167
150	151	152	153	154	155

- 24
- 23
- 22
- 21
- 20

136	137	138	139
128	129	130	131

**Blossom Park**

140	141	142	143
132	133	134	135

116	117	118	119	120	121
104	105	106	107	108	109

122	123	124	125	126	127
110	111	112	113	114	115

- 19
- 18

Gate B

- 33
- 32
- 31
- 30
- 29
- 28
- 27
- 26
- 25

96	97	98	99
88	89	90	91

**Backyard Habitat**

100	101	102	103
92	93	94	95

Gate E

- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10
- 9

76	77	78	79	80	81
64	65	66	67	68	69

82	83	84	85	86	87
70	71	72	73	74	75

52	53	54	55	56	57
40	41	42	43	44	45

58	59	60	61	62	63
46	47	48	49	50	51

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Gate A

Guest Services

Entrance

Gate D