



Victorian Art Fair 2017 Exhibitor Information & Requirements

INVITATION Our Victorian Art Fair event will be held Saturday, August 12 from 9:00 a.m. to 5 p.m and Sunday, August 13 from 10:00 a.m. to 4:00 p.m. We welcome the original art & craft items handcrafted by you. Commercial or manufactured items, items made from kits, food or drink are not eligible. The jury committee reserves the right to call for removal of any items that do not meet committee standards. Victorian Art Fair jurists will review exhibitors throughout the weekend of the Art Fair to verify standards for compliance.

PHOTOS: Send a **sufficient quantity** of good quality, close-up photos (no slides or DVD's) of your media. Please include a photo of your display booth and work in progress photos for types or categories of items in your display. Also include photos of your work area, the machines, equipment and raw materials that you use. Clearly print your name on the back of each photo provided. These photos are used in the **jury process and to inspect your display for appropriateness during the Art Fair.** We search and encourage quality, handcrafted products for our event. You will be asked to remove items the Jury Committee determines do not meet their quality standards. Do not send us product samples, flyers or printed brochures. **Please do not email photos.** The photos that you provide may be reclaimed at the Information Booth on Sunday, August 13th from 2-4 p.m.

TO APPLY: Mail a complete application form, photos, and a check for \$100.00 per booth space **before March 30, 2017 for early bird discount. Registration fee after March 30th will be \$110.00 per booth space. Make checks payable to Victorian Art Fair. Enclose business size, self addressed, stamped envelope to facilitate the return of either your acceptance or rejection.** Mail application to the Victorian Art Fair, WBCAA, 124 N. Fourth St., West Branch, MI 48661. **SORRY, NO RAIN DATES or REFUNDS.** A \$25.00 fee is charged for "NSF" checks. Special booth requests and/or locations must be received no later than April 30, 2017. Applications may be downloaded from our website: www.victorianartfair.com.

SALES TAX: Each applicant must have a valid Michigan Sales Tax License. Exhibitors without a license can obtain a copy of the Concessionaires Sales Tax form at the show. For more information, contact the State of Michigan Department of Treasury at (517) 373-0888.

SPACES: Over 200 - 12ft x 12ft spaces are available. Only one canopy or tent per space. Please remember this is a park. **COME PREPARED FOR UNLEVEL GROUND AND BAD WEATHER.** Some handicap booths are available. Enclose a copy of Your handicap permit with your application. **Electricity is not available for exhibitor booths.**

SET-UP: Friday, August 11, 1-7 p.m.and/or Saturday, August 12, 7-9 am. Upon arrival, visit our Registration Booth, in the center of Irons Park, to get your space number and Welcome Packet. **Motorized vehicles (vehicles, trailers, four wheelers, etc.) are not permitted on the park grounds for exhibitor loading/unloading.** All items must be transported by foot or cart to your booth space. Consider this if you have a physical or medical disability. Parking space is limited. Please unload as quickly as possible and move your vehicle to allow other exhibitors a suitable parking space to unload.

PARKING: After unloading, please move your vehicle and/or trailer to designated parking areas. Parking attendants will direct you. Large motorhomes and trailers will be required to park offsite. Check your welcome packet for more details.

SHOW SITE: For the safety of our visitors, the Irons Park grounds, and for fellow artisans' exhibits, No pets allowed during the fair. Please leave your exhibit space as clean as you found it when you arrived. Alcoholic beverages are not allowed.

SECURITY/ LIABILITY Exhibitors must carry their own liability insurance. Local security will patrol Irons Park both Friday and Saturday evenings, however, you exhibit at your own risk. West Branch Creative Arts Association and the City of West Branch can assume no responsibility for any injury or loss for any reason to the exhibitor, assistants or property.

FOOD A variety of food and beverages will be available both days, provided by local Non-profit organizations who operate all the food concessions in the park.

COSTUMES The Art Fair Committee encourages and appreciates those exhibitors who choose to wear Victorian Era Costumes (Circa 1830-1900).

OTHER No raffles are allowed. Motel and camping information will be provided with your acceptance notice. We work hard to make this a pleasant show for our visitors, a profitable show for our exhibitors and a great community event. Our show staff will be available throughout set-up and the show itself. For current **inquires**, please Email to victorianartfair@gmail.com or phone June Longstreet, at 989-345-2744 from 10 a.m. - 5:00 p.m.

Sponsored by the West Branch Creative Arts Association

The Art fair commemorates the Victorian Era, a special period of our town's heritage. An effort that grows in importance as the West Branch Community continues to progress toward the realization of their Operation Pride, the transformation of our city into a charming Victorian atmosphere. The Victorian Era, 1830-1900, considered a period of great invention, color, decoration and character was also a time of pride in family and community. In keeping with the ideal, the Art Fair Committee has planned entertainment and activities that contribute to this Victorian Theme. Visitors find the combination of Victorian Era costumes, events and entertainment combined with the art and craft exhibits a pleasant, profitable and memorable weekend experience.