



# 2024 Victorian Art Fair Vendor Application

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ Trailer Yes \_\_\_ No \_\_\_ If yes License# \_\_\_\_\_

Sales Tax License#: \_\_\_\_\_ (not required) **Please print all information clearly**

Check Your Category of Handmade Work:

<input type="checkbox"/> Author	<input type="checkbox"/> Metal Works
<input type="checkbox"/> Candles	<input type="checkbox"/> Music Related
<input type="checkbox"/> Ceramics/Pottery	<input type="checkbox"/> Pet Related
<input type="checkbox"/> Wood Products	<input type="checkbox"/> Soaps
<input type="checkbox"/> Fiber Items	<input type="checkbox"/> Toy/Doll Clothes
<input type="checkbox"/> Food Related	<input type="checkbox"/> Yard Items
<input type="checkbox"/> Glass Works	<input type="checkbox"/> Photography
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Leather Works	

Description of Work: \_\_\_\_\_

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

Description of how work is created/formed/made: \_\_\_\_\_

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

\_\_\_\_\_

Is there any portion of your product that is manufactured? Yes No  
If so, please explain: \_\_\_\_\_

### Special Requirements Request:

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

- \$110 per 12x12 space **before 3/30/24**
- \$125 per 12x12 space **after 3/30/24**

Amount Enclosed: \_\_\_\_\_

### Enclosure Checklist:

- Application
- Entry Fee Check Enclosed
- Self Addressed, Stamped Envelope
- Close up Photos of Media
- Photo of Booth Display
- Work in Progress Photos
- Work Area Photos
- Copy of Handicap permit (if appl)
- Will be demonstrating my skills
- Sales Tax # (not required)
- Vehicle/Trailer license #

I, the applicant, understand the conditions under which I will be allowed to exhibit in the Victorian Art fair on August 10 & 11, 2024. If selected to participate in the fair, I agree for my administrators and assigns to release, discharge, indemnify and hold harmless the City of West Branch and the West Branch Creative Arts Association and their assigns, agents and employees of and from all claims, actions or cause of action, which may be sustained by me in consequence of being allowed to participate in the Victorian Art Fair. I understand that as the exhibitor, I must be in attendance for the duration of the show. I have read, understand and will comply with all of the exhibitor requirements while a participant in the Victorian Art Fair.

\_\_\_\_\_  
Exhibitor Applicant Signature

\_\_\_\_\_  
Date



## Victorian Art Fair 2024 Exhibitor Information & Requirements

### INVITATION

Our Victorian Art Fair event will be held Saturday, August 10 from 9:00 a.m. 5 p.m. and Sunday, August 11 from 10:00 a.m. to 4 p.m.

### ORIGINAL WORK

This is a juried event. All work must be original, made and shown by the artist who rents the space. We search for and encourage quality, handcrafted products for our event. Commercial, manufactured items, items made from kits, imports and mass produced items are not acceptable. All applicants whether returning vendors or not will be evaluated to assure original products, each item sold in the vendor's space must have added value by the vendor. The jury committee reserves the right to call for removal of any items that do not meet committee standards.

### PHOTOS

Send a **sufficient quantity** of good quality (A) close-up photos (no slides or DVD's) of your media, (B) display booth, (C) **work in progress photos** for each item in your display, and (D) a photo of work area, machines, equipment and raw materials that you use. Clearly print your name on the back of each photo. The photos you provide can be reclaimed at the Information Booth on Sunday, from 2-4 p.m.

### SPACES

Spaces are 12 ft x 12 ft in size. **Only one canopy or tent per paid space. Exhibitors will confine their display to their assigned booth space.** An additional space can be purchased, if needed, for an awning or additional inventory. **PLEASE REMEMBER THIS IS A PARK. COME PREPARED FOR UNLEVEL GROUND AND BAD WEATHER.** Limited handicap booths are available and will be assigned on a first come, first served basis. Please enclose a copy of your handicap permit with your application. **Electricity is not available for exhibitor booths. Generators will not be allowed.**

### TO APPLY

Mail a complete application form, photos and a check for \$110 per booth space **before March 30, 2024 for early bird discount. Registration fee after March 30<sup>th</sup> will be \$125 per booth space. DEADLINE FOR APPLICATIONS JULY 31, 2024. Make checks payable to Victorian Art Fair. Enclose business size, self-addressed, stamped envelope for the return of either your acceptance or rejection. Mail application to: Victorian Art Fair, 124 N. Fourth St., West Branch, MI 48661. **SORRY, NO RAIN DATES OR REFUNDS** A \$35 fee will be charged for "NSF" checks. Applications may be downloaded from our website: [www.victorianartfair.com](http://www.victorianartfair.com) or [www.victorianartfair.org](http://www.victorianartfair.org).**

### SALES TAX

Each applicant should have a valid Michigan Sales Tax License but is **not required.** 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 Treasury at 517-373-0888.

- SET-UP** Friday, August 09, 12-7 p.m. and/or Saturday, August 10, 7-9 a.m. Upon arrival, visit our Registration booth, in the center of Irons Park, to get your space number and Welcome Packet. A map of the park layout will be available on our website. **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. Parking information will be sent to you with your acceptance letter.
- PROHIBITED ITEMS** **Alcohol, drugs, pets or items with profanity. Smoking in designated areas only.** See map of park layout (available on our website). **No raffles are 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.
- INQUIRIES** For current inquiries, please email to: [victorianartfair@gmail.com](mailto:victorianartfair@gmail.com) or phone Marcia Young at 989-345-1333. Lodging Directory can be found at: [www.visitwestbranch.com](http://www.visitwestbranch.com) or call 800-755-9091. 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.

#### **SPONSORED BY THE WEST BRANCH CREATIVE ARTS ASSOCIATION**

*The Victorian 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.*