

46th Annual Christmas Craft Show

H.O. Weeks Center
Aiken, SC 29803

Friday, December 2nd
&
Saturday, December 3rd

New
2016
Application
Enclosed



Christmas Craft Show
City of Aiken PRT Dept.
P.O. Box 1177
Aiken, S.C. 29802-1177



City of Aiken

Post Office Box 1177
Aiken, South Carolina 29802



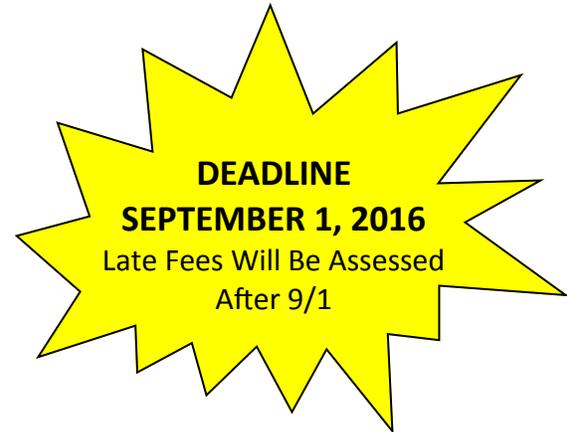
Dear Crafter,

Enclosed you will find the application packet for the 46th Annual Christmas Craft Show. Reading all of the rules and regulations found in this packet should help to answer any questions you may have. You will be notified **by mail** if you have been selected for the show. If you need an additional application it can be found online at www.cityofaikensc.gov. Be sure to read through this packet carefully, even if you are a returning crafter. Once you have read through the packet, **mail the completed check request form, completed and signed application, photo sheet, \$25.00 check for the deposit only, self-addressed and stamped business sized envelope, and copy of your driver's license no later than September 1st.** Your application will not be processed if any of these items are missing. The application booklet is yours to keep for reference prior to the show. Should you have any questions concerning the show or your application packet, contact me via e-mail at rgaines@cityofaikensc.gov or by phone at (803) 642-7631.

Sincerely,

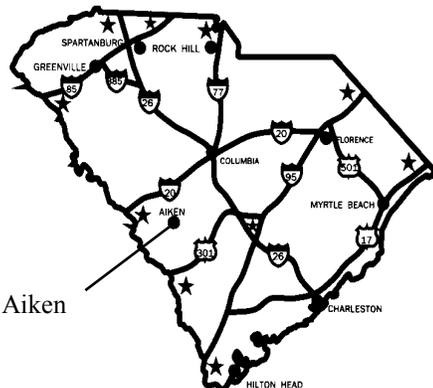
Rasheka Gaines

Recreation Program Coordinator
City of Aiken Parks, Recreation & Tourism Dept.
Fax (803) 642-7631
rgaines@cityofaikensc.gov



Note:

If you are a past Christmas Craft Show Vendor, location requests will be taken into consideration, however; you may not be assigned to the same location you had before and past participation does not guarantee entry.
(see page 3 instructions)



Instructions

- Submit your complete application by mail: check request form, completed and signed application, photo sheet, \$25.00 check made out to the City of Aiken, self-addressed and stamped business sized envelope, and copy of your driver's license. Hand delivered applications will not be accepted.
- Applications will not be processed if any items are missing.
- Applications postmarked after September 1st will receive a \$25.00 late fee assessment.
- **A deposit check of \$25 only is required for each application, and is receipted and deposited the day your packet is opened.** This **DOES NOT** guarantee entrance into the show. If you are not accepted into the show, your deposit will be refunded to you. If you **ARE** accepted into the show, your deposit will be applied to the balance remaining from the total cost of the booth space. **We will not accept a check for the full amount until you have been accepted.**
- Fill out your name and full address on the check request form (page 6) where highlighted yellow. You must also sign the check request form beside 'Payee's Signature' also highlighted in yellow, your application cannot be processed without this. Do not include an account number or any additional information on the check request form.
- If accepted to the show, your balance is due no later than **November 1st** via cash, check, or money order. If your balance is not paid by November 1st, you will forfeit your spot. Past participation does not guarantee entry.
- You may request a space with the understanding that there is **NO GUARANTEE** that you will receive your requested space, even if you had that spot last year. Past participation does not guarantee acceptance.
- All information other than the application, photos, check, check request, and self addressed stamped envelope should be kept for reference.
- Mail to: Christmas Craft Show, City of Aiken PRT Department
Attention: Rasheka Gaines, P.O. Box 1177, Aiken, S.C. 29802
- Acceptance/denial notifications and receipts will be mailed **no earlier** than **September 26th, 2016**.

Photos of Your Craft

******The most important part of your application to the 2016 Christmas Craft Show******

The jury cannot physically examine your product so they must rely on your photos. Send six (6) quality photos on photo paper that represent all work to be sold. The six required photos must be submitted with the application (whether or not crafter has been in previous shows). No exceptions. Photos will not be returned.

Attach photos to the last page of application.

Required Photos

1. A close-up photo of each **homemade** product you intend to sell.
2. A close-up photo of YOU creating your **homemade** product (s).
3. Photo of your booth (from previous show or mock booth if you are a new crafter).

Frequently Asked Questions

- Where is the show?** Weeks Center, 1700 Whiskey Rd., Aiken, South Carolina, 29803
- When is the show?** Friday, Dec. 2nd, 9:00 a.m. to 5:00 p.m.
Saturday, Dec. 3rd, 9:00 a.m. to 5:00 p.m.
- When can I set up?** Thursday, Dec. 1st from 10:00 a.m. to 8:30 p.m.
Friday, Dec. 2nd, 7:00 a.m. to 8:30 a.m.
- What time do I need to be packed up on Saturday?** No later than 7:00pm
- What size are the spaces?** 12' x 12', 10' x 10', and 14' x 10' *size varies by location*
- Does my craft need to be handmade?** YES
- Is this a juried show?** YES
- What is the entry fee?** Inside Spaces \$105 each
Outside Spaces \$65 each
Non-Resident Fee \$25 (applied to those not residing within City Limits of Aiken)
- Is electricity available?** Electrical hook-ups are extremely limited and are not guaranteed. They are available in some wall spaces only and must be requested in your application. There is a \$5.00 fee for electricity. Crafter must supply their own extension cords/power strips.
- Can I rent tables?** Yes, tables are available for rental for \$10 per table. *inside booths only*
- What about taxes?** You are responsible for reporting any applicable taxes according to federal and state law.
- What is the Deadline?** Applications must be postmarked by September 1st to meet the deadline.

What if I request an indoor booth and you are full?

If you request an inside booth and we are full, we will contact you. You will then be able to decide if you would like to be placed outside. If you would like to be placed outside, you will then be responsible for sending a new check.

Note to All Crafters

Do not apply to the Christmas Craft Show if you wish to sell any of the following:

- Imports and mass produced items, buy-sell items, or any item not made by YOU the submitting vendor
- Commercially molded pottery, sculpture, or jewelry
- Items made from kits or assembled from pre-manufactured components
- Work produced by anyone other than the submitting vendor
- Unlimited offset reproductions of paintings, drawings, prints, or photographs
- Products represented by mail order companies, such as baskets or embroidery items
- Clothing or items with pre-printed decals or logos

All applications are reviewed by a jury who determine acceptance into the show. Past participation does not guarantee entry. Any crafter found to be selling buy-resell items or any items that are not handmade by the crafter may be asked to leave the show and their name will be removed from the mailing list.

Rules & Regulations

APPLICATION

- The postmark on a submitted application is the sole determination of meeting the deadline.
- All accepted vendors are required to attend the show. If you have an emergency and cannot attend the show, call the PRT Department at (803) 642-7631 or email us at rgaines@cityofaikensc.gov to notify the staff. Whenever possible, give several days notice so that your space may be filled.
- Acceptance into the show is a commitment to participate and there will be no refunds, no exceptions.
- Photos submitted with applications may be compared to your merchandise any time before or during the show. The City of Aiken reserves the right to ask vendors to leave the show if the photos do not match the merchandise to be sold.
- There will be no rain date. A registration is a commitment to the show and no refunds will be made.
- The submittal of an application and deposit is not a guarantee of acceptance in the show. This is a juried show and the PRT Department reserves the right to refuse acceptance of any application to ensure greater variety and opportunity for crafters and customers. A limited number of exhibitors will be accepted in each category. Acceptance into the craft show and the placement of booths is determined by the PRT staff and jury members. All decisions are final.

BOOTH

- All crafters **MUST** be set up by 9:00am each day of the show. If you are not setup at the designated time you will be charged a \$30 fine. This fine must be paid upon checking out, or you will be removed from the mailing list.
- Anyone who exhibits children's activities, such as sand art, "bead your own" bracelets, etc. will be limited to an outside booth.
- Crafters are to bring enough items to sell both days of the show. **No crafter is to breakdown their booth early**. Anyone who breaks down their booth early or does not show up for the event will be removed from the mailing list.
- Exhibitors may request no more than two spaces and must pay the deposit for each space.
- **Indoor canopies and tents are only allowed to have a back wall; no side walls are allowed due to visibility constraints.**
- Canopies and tents, including any connecting wires or stakes, **MUST** be totally contained within the crafter's assigned space. If you are using a tent or canopy outside, you must use stakes or weights to make sure it stays anchored.
- City of Aiken PRT reserves the right to relocate a booth if safety becomes an issue
- All exhibits **MUST** be independent of autos, trucks, campers, etc.
- Crafter may not sell any part of assigned space.

FACILITY

- All doors to the Weeks Center will remain locked until 7:00am on Friday and 8:00am on Saturday. This is for the protection of all crafters and the PRT Department. All vendors must check in at the front desk prior to setup.
- No hay, straw, or open flame inside the building.
- Food vendors are not allowed inside the center. Crafters selling edible items are allowed both inside and outside.
- All crafters must park in the lot behind the Weeks Center during show hours. The front parking lot is for customers.
- Security will be provided Thursday and Friday nights. However, the City of Aiken will not be held responsible for loss or damage for any reason..
- RVs/Campers/Trailers may be parked in the rear parking lot.
- **No pets are allowed inside the building with exception of a certified service animal (s).**

CHECK REQUEST

PAYABLE TO:

Please print your name, address, city, state, and zip code in here.

TOTAL REQUESTED:

[Redacted]

[Redacted]

[Redacted]

General Fund

\$ N/A

Mail check as above: **Return check to:** _____

ACCOUNT NUMBER:

AMOUNT:

Is there special holding or depreciation funds available? Yes _____ No

Does this require a fixed asset sheet? Yes _____ No

REFUND SERVICES RENDERED _____ OTHER _____

REMARKS:

Refund of Christmas Craft Show Deposit.

Please sign and date next to where it states Payee's Signature.

PAYEE'S SIGNATURE: [Redacted]

PERSON COMPLETING THIS CHECK REQUEST: _____ **DATE:** _____

DEPARTMENT HEAD APPROVAL: _____ **DATE:** _____

ASSISTANT MANAGER'S SIGNATURE: _____

(IF OVER \$2,500.00)

Check requests are received in the Finance Department by 10 am on Tuesdays and Thursdays are processed and ready at 4:30 on these days. If there is a problem with the account number, insufficient documentation or lacks proper approval, it will be returned to your department immediately

46th Annual Christmas Craft Show Application

Official Contact: _____

Name to be publicly listed: _____

Address: _____

Street/Box

City

State

Zip

Mobile Phone: () _____ Home Phone: () _____

Email: _____

Craft Category: (circle all that apply)

Pottery/Ceramics

Clothing/Accessories

Edible Goods

Glass Crafts

Naturals/Florals

Needlecraft/Fabric

Woodcrafts

Toys

Basketry

Jewelry

Paintings/Photography

Home/Garden

Description if no distinct category: _____

Price Range of Items: _____ Other Shows Previously Attended: _____

I would like to request:

One Booth

Two Booths

I would like an:

Inside Booth

Outside Booth

I would like to request electricity and will pay an additional \$5.00 if electricity is available:

Yes

No

Returning Crafters
2015 Location: _____
2016 Location Request _____

Note Past participation does not guarantee entry

I would like to rent _____ tables at \$10.00 each (inside booths only)
(number of tables)

FOR STAFF USE ONLY

Date Received:	Booth Assignment:
Returning Crafter: Y / N Previous Space # _____	Number of Spaces Requested:
Accepted / Denied	IN / OUT

Photo Display Sheet— Overlap Photos if Needed

**Staple ONE photo
of you creating your craft
HERE**

Staple Booth Photo(s) Here
*If this is your first show,
you may create a mock booth at home*

Staple Art or Craft Photo(s) Here
Close-up photo of your product(s) so the jury can see the
detail in your work

Staple Art or Craft Photo(s) Here
Close-up photo of your product(s) so the jury can see the
detail in your work
Different from the first

Staple Art or Craft Photo(s) Here
Close-up photo of your product(s) so the jury can see the
detail in your work
Different from the first and second

**DO NOT GLUE your pictures.
ALL photos must fit on this page. It is OK if they overlap.**

Applicant certifies that the submitted photos accurately depict applicant's materials and are the sole work, and ownership of applicant. By placing my signature below, I agree to be bound by the Christmas Craft Show rules, regulations, and procedures.

Applicant Signature: _____ Date: _____

*Return this page with application