

## TRENTON MID-SUMMER FESTIVAL ARTISTS AND CRAFTSMEN RULES AND REGULATIONS

### APPLICATIONS

- All applications must be postmarked by **March 1, 2008**. Full payment of \$150 per booth (\$200 for a corner booth) plus \$50 for each 20 amp circuit of electricity you will use must accompany all applications. All spaces are 10'x10'.
- 2008 dates for the Mid-Summer Festival are Friday, Saturday, and Sunday, July 11, 12, and 13. Hours are Friday and Saturday from 10:00 a.m. to 11:00 p.m. and Sunday 10:00 a.m. to 5:00 p.m. Attendance is required for all three days.
- You must supply your own tables, chairs, and all else necessary for your set up. **No generators allowed.**
- ***At least 3 snapshots of your work, 1 of your display booth, and one of you performing your craft must be included with your application even if you have participated in the past.*** Preferably submit 35mm photos, NO POLAROIDS OR SLIDES! Pictures should be **no larger** than 4"x6". The committee reserves the right to use all submitted photos for publicity. Pictures will **not** be returned after the festival. If you have major additions to your list of goods please send additional pictures prior to the start of festival. They will be reviewed and you will be notified by mail prior to festival if they are acceptable. ***This acceptance must be in a letter, not verbal, and you must bring that letter with you.***
- ***All*** items must be ***hand crafted!*** Any item deemed not to be hand crafted or in the best interest of the viewing public by the judging board will have to be removed from your space or you will be required to leave.
- Space is limited. Not all applications will receive approval. The Arts & Crafts Judging Board shall have the sole discretionary authority to approve all applications and their decisions shall be final and binding. You may request more than one space, but due to space limitations not all requests may be honored. You will be notified with your acceptance if we were able to accommodate your request for additional space. Maximum number of spaces allowed will be 2. Corner spaces are available for an additional charge.
- Applicant acknowledges that because of the creative nature of the products, decisions with respect to applications will be necessarily subjective and applicant specifically waives, releases, and holds harmless, the Board and the City from any claims, actions, or damages arising out of an application denial.
- All cancellations **MUST** be in writing. **No refunds will be issued after May 1<sup>st</sup>.**
- This is an outdoor event – no refunds for inclement weather or other acts of God.
- Any type of food product **MUST** be prepackaged before coming to festival. Any product that can be consumed on the street is classified as a food vendor product and you must obtain a food vendor application and acceptance to bring this product.
- All applications that include prepackaged food products must send a Department of Agriculture certification along with the application. A current certification must be presented at the festival in order to sell your food product.
- All persons selling prepackaged food products must present a certificate of insurance in the amount of \$1,000,000 (one million dollars) with the City of Trenton as additionally named insured to the committee at least one week prior to the start of festival.

**CONTINUED ON OTHER SIDE!!**

## CHECK-IN

- Upon arrival, *first* check-in at the Information Booth located in the general area of St. Joseph and West Jefferson. Committee will direct you to your area to unload your vehicle. Please be conscientious of where you park to unload. Please do not block the street so that others cannot get near their booth to unload. **Please** unload your vehicle as fast as you can and move it to the parking location before setting up your booth. This allows others the opportunity to get their vehicles unloaded and to set up their booth.
- A 15' fire lane must be maintained between the curb and center spaces and must remain open at all times by order of the Trenton Fire Department.
- No vehicles will be allowed on the street until **after** the close of festival each day. If you wish to leave prior to the close of festival you will need to hand cart your goods out. **Please note: Cars will not be allowed on the street until 6:00 p.m. on Sunday.**
- Vehicles parked in unauthorized areas will be ticketed or towed at the expense of owner. Parking permits must be visible in windshield of vehicle.
- **Participants are prohibited to lean or attach anything to light posts and other permanent fixtures in the new downtown streetscape. Violators will be assessed damages. No holes may be made in the street!**

## SPACE USE

- NO SUB-LETTING OF SPACE. You may not sell, divide, or give your space to another artist.
- You are allowed to sell ONLY FROM YOUR SPACE not throughout the festival area. There is to be no walking down the street selling goods or distributing literature. **NO Raffles!**
- Amplifying devices are limited to official use only.
- If you have music in your booth, please play it softly and use a variety of music so as not to bother others around you. If complaints are received, you will be required to remove the music from your booth.
- Make your space attractive and keep it clean and neat. There will be a minimum charge of \$100 if the Mid-Summer Festival has to clean your space after festival.
- It is your responsibility to secure all trip hazards (i.e. electric cords, hoses, ropes, etc.)
- It is your obligation to comply with the Americans with Disabilities Act requirements and make necessary modifications to your exhibit, or make reasonable accommodations for persons with disabilities.

## MISCELLANEOUS

- NO INSURANCE is provided by the Mid-Summer Festival. The sponsors and the Mid-Summer Festival Committee shall not be liable for loss or damage to exhibits or for any injuries to exhibitors.
- All participants in the Mid-Summer Festival participate at their own risk. This assumption of risk includes that associated with wind, rain, hail, lightening, floods, and other Acts of God; illness or injury, damage to property by vandals, patrons, fellow participants, or sponsors. The Mid-Summer Festival Committee, the City, and its elected officials, employees, agents, and volunteers shall not be responsible for any such incidents and each applicant specifically releases each from and against any liability arising there from. Security patrols will be provided for observation only after festival closing hours. The Mid-Summer Festival Committee shall not be liable for any damages to or losses of property, or injury to persons.
- Port-a-johns will be provided near the exhibit area.
- Please be aware that general festival rules do not allow pets, bottles, cans, bicycles, roller blades, or skateboards in the festival area.

**CONTINUED ON OTHER SIDE!!**