



# 2020 HERNDON FESTIVAL ARTS & CRAFTS SHOW RULES AND REGULATIONS

Arts & Crafts Show – May 29 – May 31, 2020

Apply before February 21, 2020 and receive \$20 off your booth fee.

Please read application, rules and regulations carefully before signing and returning the application.

## DESCRIPTION

The Herndon Festival is a 4-day outdoor, open air festival with arts and crafts, entertainment, food, carnival, and fun for the whole family. **The arts and crafts show is a three day event.** The festival has relocated to Northwest Federal Credit Union Campus, 200 Spring St., Herndon, VA 20170, and all vendors will be placed in the parking lot of the Northwest Campus.

## ELIGIBILITY

- The exhibitor must be the originator of the items being sold – no “buy/sell.” Commercially-reproduced work, including books, collections or pre-made kits are not permitted. If you are accepted into the show and you display/sell any items that are not handcrafted by the exhibitor, you will be asked to remove the items from your booth. Gourmet foods must be homemade items, not pre-purchased foods.
- Exhibitors are selected from submitted photographs. Only work representative of that submitted to be juried may be exhibited. Exhibitors may not sell other non-related crafts that were not judged. Violators will be removed from the show.

## BOOTH FEES

All application materials must be received by:  
March 27, 2020

- Application and pictures will be juried so the best quality of crafters will be accepted. Quality and original work are highly recommended. For each category in which you wish to be juried, please submit 4 recent photographs of your work and display, including one photo of you making the craft; please no slides.
- Label each picture with your name and address. Update your photos before you send them in. Please do not send samples, as they will not be returned. Enclose the completed application, booth fee and a business size, self-addressed envelope with \$0.84 postage.
- Upon acceptance into the show, an acceptance packet including detailed information will be mailed along with submitted photographs. If you are not selected, photographs and payment will be returned. The decision of the committee is final. All notifications of acceptance will be mailed no later than April 13, 2020.
- Booths are 10 feet wide and 10 feet deep. Exhibitors will need to provide all materials/equipment for set-up (tables, chairs, backdrops, etc.).

- ALL TENTS MUST BE SECURED AND WEIGHTED DOWN WITH A MINIMUM OF 40lb WEIGHTS ON ALL FOUR CORNERS. The tent should be secure enough to withstand a small thunderstorm.
- During Sunday's breakdown (at the specified time), exhibitors may not be able to park their vehicle right next to their booth space. Every attempt is made so exhibitors can get as close as they can to their booth space to load their vehicle. A handcart is recommended to assist exhibitors.

## SET UP

- Included with the exhibitor acceptance package **each exhibitor is assigned a set up time** to prevent congestion. There are additional festival vehicles and vendors arriving for set up at the same time as the craft vendors. Exhibitors who arrive late should be aware that the festival closes to all vehicles at a designated time. If exhibitors arrive after the gates are closed to vehicular traffic, exhibitors will have to park outside festival grounds and carry/cart materials to their assigned space. Upon arrival to the festival area, exhibitors will be asked their booth number, provided a parking permit, and directed to the booth location. Be prepared to unload all materials/supplies that are needed to set up the booth.
- Exhibitors will be asked to **park their vehicles off festival grounds** once all materials are unloaded. Festival marshals will assist in directing exhibitors to their assigned parking lot. Parking is within walking distance. Exhibitors then return to their booth to continue set up of their craft booth.
- Exhibitors are to be prepared to have their exhibit ready for public viewing/shopping:  
Friday, May 29 at 4:45pm;  
Saturday, May 30 at 9:45am;  
Sunday, May 31 at 9:45am.
- All booths must close promptly at their scheduled time. The arts and crafts show will end earlier than other festival activities.

## PARKING

Parking is not allowed in the Festival area. **Exhibitors are granted one parking permit which will be provided at time of set-up, and the permit is for an assigned lot which is not on Festival grounds.** Exhibitors are to display their parking permit on front dashboard. Towing is strictly enforced around the festival area.

Herndon Festival May 28 – May 31, 2020

HERNDONFESTIVAL.NET 703-787-7300

# 2020 HERNDON FESTIVAL ARTS & CRAFTS SHOW

## RULES AND REGULATIONS

### CRAFT BOOTHS

Days	Friday evening, Saturday, Sunday
Fee	<b>All booths are 3 days</b> \$325 (Apply by February 21 and receive \$20 off your entry fee)
Location	NWFCU Campus Parking Lot
Opening Times	Friday at 4:45pm; Saturday at 9:45am; Sunday at 9:45am
Closing Times	Friday and Saturday at 9:00pm; Sunday at 6:00pm

Booth display is permitted to stay up on both evenings. All items must be enclosed within a tent with sides and must be out of public view. The display and tent should be secured and weighted down and able to withstand a thunderstorm or high winds. The vendor is responsible for all items left overnight. The Town of Herndon and NWFCU are not responsible for any merchandise or equipment lost or damaged. There will be an overnight security guard present to help monitor the area.

### CORNER SPACE

Corner Booth is an additional \$35 fee, not included with booth fee. Exhibitors need to submit a separate check for \$35 or pay by credit card. There are no guarantees on receiving a corner booth as these booths are limited.

### ADDITIONAL INFORMATION

The Herndon Festival may not be cancelled in the case of inclement weather. Exhibitors are to be fully prepared to protect against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions persist, i.e., thunderstorm/lightning, the Festival will temporarily close down and then reopen. Vehicles will not be allowed in the Festival area during cloudbursts - please be prepared to protect your merchandise. Exhibitors are expected to reopen their booths as soon as possible once the weather has cleared and the Festival reopens. No refunds will be issued for inclement weather.

All exhibitors are required to pay a tax of six percent on all sales made at the Festival to the Commonwealth of Virginia. Contact the Virginia Department of Sales Tax Commonwealth of Virginia Department of Taxation for appropriate forms.

1. In signing the application agreement, **exhibitors must understand that all work to be sold must be original, handcrafted, manufactured and executed by the exhibitor.** If it is of traditional design, it should authentically reflect its source. Exhibitors understand that should any of the above be found to be untrue, they will be asked to leave the show.
2. Booth fees are non-refundable upon acceptance into the show.

3. Check or credit card number must be included with your application. Applications will not be considered without payment provided. Checks/credit cards will be processed upon acceptance into the show.
4. This is an outdoor three-day show and booth spaces may not be completely level.
5. Exhibitors may not be able to pull a car up to the booth space unless determined to be safe by Herndon Festival staff. If items are left on site overnight, items must be placed in the designated area and stored at own risk.
6. The Town of Herndon is not responsible for safe keeping, loss or damage of any merchandise. Exhibitors are responsible for safe storage containment and full value of all materials.
7. Electricity is available for some booth locations for an *additional* fee of \$75.
8. Exhibitors are **not permitted to bring alcohol or pets**, except service animals, into the festival area.
9. Exhibitors may not sublet any portion of their space to another exhibitor.
10. Open flames are not permitted.

### APPLICATIONS SUBMITTED MUST INCLUDE THE FOLLOWING:

1. Application completed in full and legible.
2. Four (4) photographs labeled with your name and address including one photo must be representative of you making the craft.
3. Check or credit card number must be included with your application. All returned checks are subject to a \$50 service fee.
4. Self-addressed, stamped, business size envelope. Pictures will be returned.

Please send the completed Herndon Festival Arts and Crafts Application with your payment. **Please keep the Rules and Regulations for reference.**

Herndon Parks & Recreation Department  
ATTN: Herndon Festival Arts and Crafts, John Walsh  
777 Lynn Street  
Herndon, VA 20170

**Early Discount Deadline – Application must be received by February 21, 2020**

**Application Deadline is March 27, 2020**

**All notifications of acceptance will be mailed by April 13, 2020.**

### STAFF CONTACT

**John Walsh**  
Herndon Parks & Recreation Department  
777 Lynn Street, Herndon, VA 20170  
(703) 435-6800 **ext. 2109**  
Fax (703) 318-8652  
john.walsh@herndon-va.gov

**Herndon Festival May 28 – May 31, 2020**

**HERNDONFESTIVAL.NET 703-787-7300**