



Artisan/Exhibitor

The Mountain State Art & Craft Fair will be held at the Cedar Lakes Conference Center in Ripley, West Virginia, June 30 through July 2, 2023.

You are invited to be an exhibitor at our 2023 Fair. If you are interested, please see the attached 2023 Exhibitor Participation Agreement. Complete and return this agreement prior to the May 31, 2023 deadline.

If you have any questions, please contact us at msacf@outlook.com.

We hope that you will consider exhibiting at our 2023 Mountain State Art & Craft Fair.

President



Returning Artisan

New Applicant

2023 Mountain State Art & Craft Fair Exhibitor Participation Agreement

**Friday June 30 – Sunday July 2, 2023
Fair Hours: 10:00 a.m. to 6:00 p.m. daily**

PERSONAL INFORMATION

(Please fill this out completely making sure all entries are clear and legible.)

Name: _____

Business Name: _____

Name you want used on publicity: _____

Address: _____

Telephone: _____ **Cell:** _____

Email: _____

Website: _____

Social Media Links: _____

LOGISTICS AND FEES

Tent Size Space

Single 8' (deep) x 16' (frontage) approx. - \$250 _____

Double 8' (deep) x 32' (frontage) approx. - \$500 _____

_____ Indoor Space (approx. 10 x 20) - \$400

Please indicate the amount of fees you are paying by the **May 31, 2023 deadline. \$** _____

(Booth fees are non-refundable based on the space requested)

Media Categories: the following categories have been identified for the MSACF. These categories reflect the fair’s commitment to a wide range and balance of fine art and fine crafts. (Please check which applies to your media)

- | | | |
|--|--|--|
| <input type="checkbox"/> Fine Art/Sculpture | <input type="checkbox"/> Baskets | <input type="checkbox"/> Bath and Body |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Clothing and Accessories |
| <input type="checkbox"/> Dried media | <input type="checkbox"/> Furniture | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Leather | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Photography | <input type="checkbox"/> Textile/Fiber |
| <input type="checkbox"/> Toys | <input type="checkbox"/> Wood | <input type="checkbox"/> Market Place / Specialty Food |
| <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> Miscellaneous – other specify _____ | |
- Americana/Farmhouse (Crafts in this category will utilize “green,” repurposed and/or found items that may be creatively embellished by the Crafter)

Ratios for each medium are set in advance with the goal of achieving a balanced fair. However, the Selections Committee **may** accept a greater proportion of applicants in a medium where many high quality applicants provide very different types of original work within that medium. As an example, there may be a disproportionately higher number of jewelry-makers, if each of the artisans has a very unique kind of product.

Narrative description of your media or description of your product:

Hands-on demonstrations are required. Please provide a brief description of how you plan to demonstrate. (Artisans only) If you are unable to demonstrate, please request a waiver in writing (or by email) as to why you cannot demonstrate.

Booth design: please send a picture of your booth or attach a drawing.

Makes Checks Payable to: MSACF
Mail Agreement & check to: MSACF, PO Box 389, Ripley, WV 25271
Postmark Deadline: May 31, 2023

AGREEMENT CHECKLIST

Check off items below to make sure your application is complete

- Complete agreement form.
- Check or money order for application fee. (Please print your name in memo line if check or money order is in another name)
- Publicity form – including a photo of yourself along with other promotional materials.

TERMS AND CONDITIONS:

As an exhibitor of the Mountain State Art & Craft Fair: I understand that my name will be included on the organization’s list of exhibitors and may be released to parties requesting such lists. I understand the organization may photograph and or film my work for promotional purposes. I understand that this agreement is non-transferable. I also understand that if no pictures are provided, MSACF reserves the right to use pictures from exhibitor’s social media.

By submitting this agreement form, you, and any artisans or helpers working with you, are certifying that you have read the information packet and that you agree to the following Terms and Conditions:

- 1) I agree to pay a Commission of 10% to MSACF on total sales at checkout on July 2, 2023; as well as the state sales tax to the WV Tax Department on total sales at checkout (unless you pay your taxes quarterly) on July 2.
- 2) All products will be of high quality and meet the standards as outlined in the MSACF information packet. The MSACF Board reserves the right to ask for the removal of any items displayed at the fair that have not been juried and/or do not meet the MSACF standards.
- 3) I/we will provide an adequate amount of inventory for the duration of the fair (3 days). In the event my inventory should run low, I will reserve samples to use in taking orders.
- 4) I/we will follow the MSACF directions for setting up and taking down my display in the assigned space. Set-up for the fair is Thursday, June 29, 2023 beginning at 9:00 a.m.
- 5) I/we will not begin to pack up and/or load my products or display until the fair is closed at the end of each day. The exception to this would be if the MSACF is closed by Fair Officials due to extreme weather or some other emergency. In that case, I/we will reopen my booth as soon as the fair resumes. I/we understand that non-compliance with this provision may eliminate me/us from future fairs . . . even if I/we meet the other criteria.
- 6) I/we agree to keep our booth display within the assigned booth space limits.
- 7) Security is provided by MSACF, and every effort is made to protect exhibitor’s property from damage or theft. However, losses can occur that are beyond the control of the MSACF. Exhibitors should provide their own waterproof containers and/or tarps to protect their products from wet or stormy weather. Exhibitors assume the risk for valuable items that are left in booths overnight. It is the exhibitor’s responsibility to obtain whatever insurance they deem necessary for the protection of their own goods and equipment.
- 8) I/we will be present in our booth and cover our assigned space 15 minutes prior to opening of the Fair each day, and during the set hours of the Fair. A responsible designee may cover an exhibitor’s space during meals and breaks.
- 9) I/we will give priority to attending to customers and the public and will refrain from using cell phones or electronic devises during fair hours except to transact business or in an emergency.
- 10) I/we grant permission for the use of our name and images in publicity for the fairs.
- 11) I/we will demonstrate a cooperative, courteous, helpful, and professional attitude toward others involved with the fair, including MSACF Board Members and staff, MSACF volunteers, fellow exhibitors, and the public. I/we will also report any operational issues or problems to the attention of a MSACF Board Member or to the Fair Office as soon as the problem becomes apparent so that the issue may be addressed as early as possible.
- 12) I/we agree to provide documentation granting permission (licensing) for the use of Trademarked distinctive words, phrases, logos, symbols, slogans, and any other devices used to identify and distinguish products or services.
- 13) The MSACF has the right, in the event of a National and/or State Emergency to close/cancel/postpone the Fair.

Signature

Date

OFFICE USE ONLY: MO# _____ CK# _____ CASH _____ DATE _____