

**Central Florida Society for Historical Preservation**  
**P.O. Box 520500**  
**Longwood, FL 32752-0500**  
**407-331-7354**

Dear Artist / Crafter,

Thank you for your interest in the CFSHP's Arts and Crafts Festival. The November 19 - 20, 2011 festival will be our 35<sup>th</sup> year. Last year over 35,000 shoppers visited our 200 artists' or crafters' booths. Each booth space is 10'-0" X 10'-0", for which we charge \$225.00, tax included. Our festival is situated along the tree lined streets of Longwood's Historic District. All booth spaces are located outdoors, with some on asphalt, some on grass, some on brick and some on a combination of surfaces. Our policy is to continue, rain or shine, so we strongly recommend that all participants have a tent in case of inclement weather.

We are diligent in regulating that each participant is truly an artist or crafter. We do not allow the resale of commercially manufactured product. Each current vendor is/was given until our February 1, 2011, deadline to renew their application. After February 1<sup>st</sup>, we start selecting vendors from our new applications and waiting lists. Already, in several categories, we have waiting lists.

New artist selection is made after weighing a variety of factors, including, but not limited to the uniqueness of the art or craft, how many other artist of this nature are already accepted, as well as how long they have been on the waiting list. We do not allow generators or musical artists; there is no playing of instruments or pre-recorded music permitted. Except for our authorized food vendors, we do not permit the sale of food products from artist or crafter booths.

Should you be interested in getting in our festival, or on the waiting list, please complete ALL of the enclosed forms, and submit with a \$15.00 Jury Fee and a separate \$225.00 Booth Fee along with photos (all photos are non-returnable) of your art/craft including at least one photo of your full display area. We also require at least one close-up of a single item you intend to feature in our event, should you be accepted. Please put your name and telephone number on the backs of all photographs. If you actively perform your art or craft during the festival, please indicate this on the jury form.

Cordially,

***Jennifer McCarta***  
Festival Chairperson

**Separate checks for \$15.00 Jury Fee and \$225.00 Booth Fee!**

**IMPORTANT NOTICE: Cashier's Checks or Money Orders only if application is postmarked after August 1<sup>st</sup>.**

If you are not accepted, your booth Fee check will be returned to you via U.S. Mail.

**JURY COMMITTEE SUBMITTAL  
2011 LONGWOOD ARTS & CRAFTS FESTIVAL**

**Name:** \_\_\_\_\_  
(First) (Last)

**Address:** \_\_\_\_\_  
(Street Address Only)

\_\_\_\_\_  
(P.O. Box Only)

\_\_\_\_\_  
(City) (State) (Zip Code)

**Phone:** (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
(Home / Office) (Cell)

**Email:** \_\_\_\_\_

**Category:** \_\_\_\_\_  
(Example: pottery, watercolor, photography, basket, fabric, etc.)

Thoroughly describe your art and craft: \_\_\_\_\_

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

You must submit at least four (4) photos of your work, including one (1) of you performing or demonstrating the art or craft, (1) close-up of an item you intend to sell at our event, and one (1) of your exhibit booth. All photos must be of your original work and representative of items you will show in our 2011 festival. **Photos will not be returned.**

**\$15.00 Jury Fee – Separate from \$225.00 Booth Fee**

**Mail completed form, photos and fees to:**

**CFSHP - PO Box 520500 – Longwood, FL 32752-0500**

**Jury Fee of \$15.00 must be a separate check from \$225.00 Booth Fee**

**IMPORTANT NOTICE: Cashier's Checks or Money Orders only if postmarked after August 1<sup>st</sup>.**

Judges Scores: #1: \_\_, #2: \_\_, #3: \_\_, #4: \_\_, #5: \_\_, #6: \_\_ Overall: \_\_\_\_\_

CENTRAL FLORIDA SOCIETY FOR HISTORICAL PRESERVATION  
PO BOX 520500  
LONGWOOD, FL 32752-0500

OFFICE USE ONLY

POSTMARK DATE \_\_\_\_\_

CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## APPLICATION

2011 LONGWOOD ARTS AND CRAFTS FESTIVAL NOV., 19 & 20

\_\_\_\_\_  
(First Name) (Last Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City) (State) (ZipCode)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_

BUSINESS NAME (if applicable) \_\_\_\_\_

CATEGORY: Fully describe the correct category of your art or craft (fine art, pottery, clothing, quilting, metalwork, sculpture, embroidery, stained glass, etc): \_\_\_\_\_

The undersigned does hereby release and forever discharge the Festival Committee, the C.F.S.H.P. and the City of Longwood from any and all manner of actions suits, damages or claims whatsoever arising from the loss or damage of property of the undersigned while participating in the festival and hereby, consent to the attached Festival Policies. **NOTE: ALL NAMES, LISTED ABOVE ON THE APPLICATION, MUST SIGN BELOW.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_

**BOOTH CHARGE, 10 FT X 10 FT, 2011 FESTIVAL: \$210.28 PLUS SALES TAX OF \$14.72, TOTAL DUE \$225.00**  
Make checks (**Cashier Checks or Money Orders only for applications postmarked after August 1, 2011**) payable and remit to: **CFSHP** (Central Florida Society for Historical Preservation). Partial payments or deposits will not be accepted.

### **YOU MUST SUBMIT PHOTOGRAPH(S) OF YOUR WORK AND OF ENTIRE BOOTH SETUP.**

Number of spaces requested for 2011 \_\_\_\_\_

Date by which your application must be postmarked to reserve a space for 2011 is: **February 1, 2011**. After February 1, 2011, you have no guarantee of acceptance as space(s) will be offered to the artists and crafters on our waiting list.

Booth fee **REFUNDS** will only be considered for written cancellation requests received **POSTMARKED** by **AUGUST 1, 2011**. Participation in future events not guaranteed.

**YOUR CANCELED CHECK IS YOUR RECEIPT, BOOTH ASSIGNMENTS WILL BE MAILED BY NOVEMBER 1, 2011**

**IMPORTANT NOTICE: Cashier's Check or Money Order only if application is postmarked after August 1st.**  
**"ALWAYS THE WEEKEND BEFORE THANKSGIVING"**

**35<sup>th</sup> ANNUAL CFSHP ARTS AND CRAFTS FESTIVAL**  
Sponsored by  
**THE CENTRAL FLORIDA SOCIETY FOR HISTORICAL PRESERVATION**  
**P.O. BOX 520500, LONGWOOD, FL 32752-0500**

**2011 ARTS and CRAFTS FESTIVAL POLICIES**

1. Artists and crafters are given the opportunity to sell art or craft items that are *handcrafted by the* applicant. Absolutely **NO IMPORTS, NO COMMERCIALY MANUFACTURED GOODS, NO FLEA MARKET GOODS and NO FOOD ITEMS** are to be sold from art or craft booths.
2. Only artists and crafters displaying their own work may participate. **The C.F.S.H.P. reserves the right to deny any applicant whose work may be deemed inappropriate.**
3. Booths must be set up by 8:30 AM each day and down no earlier than 5:00 PM Saturday and 4:00 PM Sunday. FOR SAFETY REASONS, NO PARKED OR MOVING VEHICLES WILL BE ALLOWED IN THE EXHIBIT AREA DURING SHOW HOURS. SHOW HOURS ARE SATURDAY 9:00 AM – 5:00 PM AND SUNDAY 9:00 AM – 4:00 PM.
4. Exhibitors are responsible for setting up, and securing wares in the evening. **The CFSHP assumes no responsibility for goods left in the exhibit area overnight.**
5. Booths must be freestanding and not built into or onto a vehicle and must fit into assigned space of 10'-0" X 10'-0", unless you have paid for additional spaces.
6. Generators, live musical performances, and the playing of amplified or recorded sounds or music is prohibited.
7. Electricity is not provided by C.F.S.H.P. If you make arrangements with a property owner to use their electricity, you must provide us signed written permission from that owner.
8. If you have received permission from a property owner located within the festival grounds to park on their property, you must provide the CFSHP a written, signed, copy of such permission.
9. Each exhibitor is responsible for collecting Florida State and Seminole County sales taxes of **7%** on all sales made during the Festival. **Note:** The Florida Department of Revenue requires that we forward a copy of our vendor list to them for cross-reference against their records. If you do not have a tax number they will send you the forms to remit the sales tax. If you do more than three shows per year in Florida, you must acquire a State of Florida Sales Tax Certificate.
10. Exhibitors must conduct themselves professionally, treating other exhibitors and the public with respect and courtesy. The CFSHP reserves the right to ask any exhibitor to leave if the festival if the policies have been broken. The CFSHP reserves the right to make any booth changes they deem necessary.
11. **Failure to occupy your booth both days of the festival will result in refusal of exhibitor(s) subsequent return.**
12. Every exhibitor *in good standing* will have the opportunity of *a* booth location the next year providing the application is received by the deadline listed on the application; we do not guarantee specific booth numbers.
13. All partners sharing a booth **must** have their **names and signatures** on the application.
14. No awards or ribbons won in any previous event, show or festival may be displayed in or on a booth.
15. The exhibitor's name and signature must be on the application to qualify/collect awards; signature subject to verification.
16. No refunds of application/booth fees shall be made should it become necessary to cancel the festival to circumstances beyond our control after August 1, 2011.
17. **All requests for refunds shall be in writing and shall be postmarked no later than August 1, 2011.**
  - A. If you are unable to be in the Festival **after the August 1<sup>st</sup> deadline, you will not receive a refund.**
  - B. If you are a "NO SHOW" at the festival, you will lose your privilege to return the next year if we do not receive written notice, accompanied by a physician's statement, as to the cause for your absence either day of the event. Such notice shall be postmarked no later than three days after the close of the event.
18. **It is the exhibitor's responsibility to notify the CFSHP, in writing of any change of address.**

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