

LONGWOOD ARTS AND CRAFTS FESTIVAL
Sponsored by
THE CENTRAL FLORIDA SOCIETY FOR HISTORICAL PRESERVATION
P.O. BOX 520500, LONGWOOD, FL 32752-0500

2010 ARTS and CRAFTES 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. Live musical performances are prohibited. Playing of amplified or recorded sounds or music is prohibited.
7. 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.
8. 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.
9. **Failure to occupy your booth both days of the festival will result in refusal of exhibitor(s) subsequent return.**
10. 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.
11. All partners sharing a booth **must** have their **names and signatures** on the application.
12. No awards or ribbons won in any previous event, show or festival may be displayed in or on a booth.
13. The exhibitor's name and signature must be on the application to qualify/collect awards; signature subject to verification.
14. 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, 2010.
15. **All requests for refunds shall be in writing and shall be postmarked no later than August 1, 2010.**
 - A. If you are unable to be in the Festival **after the August 1st 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.
16. **It is the exhibitor's responsibility to notify the CFSHP, in writing of any change of address.**

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PO BOX 520500
LONGWOOD, FL 32752-0500

OFFICE USE ONLY

POSTMARK DATE _____

CHECK # _____ CASH _____ AMOUNT \$ _____

APPLICATION

2010 LONGWOOD ARTS AND CRAFTS FESTIVAL NOV., 20 & 21

Please correct label here, *if necessary*:

(First Name) (Last Name)

(Mailing Address)

(City) (State) (ZipCode)

PHONE (_____) _____ EMAIL _____

BUSINESS NAME (if applicable) _____

CATEGORY: Fully describe your art or craft so we can place it in the correct category: _____

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 _____

DATE _____

BOOTH CHARGE, 10 FT X 10 FT, 2010 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, 2010) payable and remit to: CFSHP (Central Florida Society for Historical Preservation). Partial payments or deposits will not be accepted.

A PHOTOGRAPH(S) OF YOUR WORK AND OF ENTIRE BOOTH SETUP IS REQUIRED: YES NO

Number of spaces requested for 2010 _____ Booth number(s) requested for 2010 _____

Date by which your application must be postmarked to reserve a space for 2010 is: **February 1, 2010**. After February 1, 2010, you have no guarantee of a space as space(s) will be offered to artists and crafters on our waiting list.

Booth fee **REFUNDS** will only be considered for written cancellation requests received **POSTMARKED** by **AUGUST 1, 2010**. Participation in future events not guaranteed.

YOUR CANCELED CHECK IS YOUR RECEIPT, BOOTH ASSIGNMENTS WILL BE MAILED BY NOVEMBER 1, 2010

IMPORTANT NOTICE: Cashier's check or money order only if application is postmarked after August 1, 2010.

“ALWAYS THE WEEKEND BEFORE THANKSGIVING”