

# **2017 CITY OF FALLS CHURCH HOLIDAY GIFT & CRAFT SHOW**

## **CRAFTER & MERCHANT APPLICATION**

**WHAT:** 25<sup>th</sup> Annual Juried Holiday Gift & Craft Show  
**WHEN:** Saturday, December 2<sup>nd</sup>, 2017 from 9am – 4pm and  
Sunday, December 3<sup>rd</sup>, 2017 from 11am – 4pm  
**WHERE:** Falls Church Community Center, 223 Little Falls Street, Falls Church, VA 22046

**APPLICATION DEADLINE: Friday, June 16, 2017**

### **MERCHANT STIPULATIONS:**

- ❖ All items must be quality, unique and original merchandise, appealing to a holiday shopper. Non jewelry items **do not** have to be handmade by the vendor, but, no kits, import items, patterns, wholesale, resale, or flea market items. All jewelry must be handmade by the vendor. All baked goods must be individually pre-wrapped. **All merchants will still be carefully juried for quality and added value as well as diversity to the show.**
- ❖ All applications must include a completed application, three printed (not e-mailed) color photographs (with at least one showing booth set up), and list of prices of all items to be sold and a description of how you create your goods. If you would like your photos returned to you, please include proper postage and mailing envelope.
- ❖ Merchants must stay both days for the entire hours of the show and may not leave the booth unattended during the show hours except for short periods.
- ❖ Merchants may only sell items that have been listed on application, shown in photos and been accepted by the jury.
- ❖ Tables must be covered to the floor, and no boxes or packing items can be visible.
- ❖ Merchants must stay in their assigned space. Vendors shall NOT sublet any part of their space or use any aisle space.
- ❖ Merchants shall leave their assigned spaces in good order. Vendors shall not cause damage to walls or floors.
- ❖ Electrical power will be provided to those booths paying the additional fee. Vendors must provide their own electrical cords and lights. A maximum of two 75-watt lights are permitted.
- ❖ Merchants selling baked goods are responsible for meeting all Fairfax County Health Department regulations. For a copy of the regulations or for any questions, call (703) 246-2444.
- ❖ Merchants are responsible for the licenses and taxes related to their sales. For any tax questions, contact the Virginia Department of Taxation at (804) 367-8037.
- ❖ Falls Church Recreation & Parks Department reserves the right to limit number of vendors per category, but **exclusivity of items is not guaranteed. Jewelry vendors are encouraged to demonstrate how their jewelry is unique (please specify type.) Only a limited amount of jewelry vendors will be accepted in the show. If you wish to display any type of jewelry at your booth, you must apply as a jewelry vendor. If you do not apply in the jewelry category, you will not be permitted to display any jewelry during the show.**
- ❖ Falls Church Recreation & Park Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items.
- ❖ You must provide your own insurance. Proof of coverage must be in the amount of \$1,000,000 for user liability and be effective on Dec 2<sup>nd</sup>, 2017. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.
- ❖ No refunds or transfers.
- ❖ Merchants will be notified of acceptance or denial in the show by Monday, August 18, 2017. If you are accepted into the show, you must send a check or credit card payment by Monday, October 13, 2017. Details for those accepted will be mailed in November.

**Must be received by Friday, June 16, 2017. Please do not submit payment with the application.**

### **TO APPLY:**

1. Complete the attached form.
2. Enclose: \_\_\_ 3+ printed color photographs of all items to be sold, including one of the booth set-up (not e-mailed.)  
\_\_\_ Prices of all items to be sold should be listed on an attached sheet.  
\_\_\_ A brief, written description of your items, including how you create them or why they appeal to a holiday shopper.  
\_\_\_ Two (2) self-addressed stamped envelopes, one with sufficient postage for your photos.
3. Mail to: Falls Church Recreation & Parks Department  
Holiday Craft Show  
223 Little Falls Street  
Falls Church, VA 22046-4304

**Direct specific inquiries to:** Chris Madison, [cmadison@fallschurchva.gov](mailto:cmadison@fallschurchva.gov) - 703-248-5199

# 2017 FALLS CHURCH HOLIDAY GIFT & CRAFT SHOW

MERCHANT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TELEPHONE NUMBERS: PRIMARY: (\_\_\_\_) \_\_\_\_\_ ALTERNATE: (\_\_\_\_) \_\_\_\_\_

DETAILED DESCRIPTION OF ALL ITEMS TO BE SOLD\*: \_\_\_\_\_

\* These descriptions will be used by the jury to help evaluate your items. Attach description of process used to create items.

## MERCHANT FEE:

CRAFTER: All items sold are handmade **by the merchant**

\_\_\_\_\_ \$195 for gym space **OR** \_\_\_\_\_ \$135 for Teen Center Room (located upstairs)

MERCHANT: Non-handmade items and handmade items, but not made by the merchant

\_\_\_\_\_ \$195 for gym space **OR** \_\_\_\_\_ \$135 for Teen Center Room (located upstairs)

All spaces are **10' across x 8' deep**. Fee includes use of tables and chairs

You will be able to choose your set up time (either 5-8pm Friday or 6-9am Saturday) after you are accepted.

Jurying: Please select only one category. If you have ANY jewelry, you must select the jewelry category. We reserve the right to modify selected category.

- |  |  |                                      |  |  |
|--|--|--------------------------------------|--|--|
| <input type="checkbox"/> Baskets             | <input type="checkbox"/> Carving             | <input type="checkbox"/> Ceramics    | <input type="checkbox"/> Clay          | <input type="checkbox"/> Decorative Arts   |
| <input type="checkbox"/> Decorative Painting | <input type="checkbox"/> Fiber Arts          | <input type="checkbox"/> Fine Arts   | <input type="checkbox"/> Food          | <input type="checkbox"/> Glass             |
| <input type="checkbox"/> Graphics            | <input type="checkbox"/> Jewelry             | <input type="checkbox"/> Leather     | <input type="checkbox"/> Metal         | <input type="checkbox"/> Natural Materials |
| <input type="checkbox"/> Needlecraft-Hand    | <input type="checkbox"/> Needlecraft-Machine | <input type="checkbox"/> Paper Craft | <input type="checkbox"/> Personal Care | <input type="checkbox"/> Photography       |
| <input type="checkbox"/> Wax Products        | <input type="checkbox"/> Wood                | <input type="checkbox"/> Other _____ |  |  |

If a customer asks for your contact information, may be provide it? \_\_\_\_Y \_\_\_\_N

How did you hear about this event? \_\_\_\_\_

## Please DO NOT send money with this application

I have read the vendor stipulations and agree to abide by all terms. If I violate any of the vendor stipulations, I may be forced to close my booth and forfeit all fees paid. Once I am accepted into the show, I will send a check or credit card payment for the full fees no later than October 13, 2017. If the fees are not received by this date, I understand I will forfeit my space in the show.

By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.

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

## OFFICE USE ONLY=====

Date Received: \_\_\_\_\_ Jury Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Booth #: \_\_\_\_\_ Paid: \_\_\_\_\_