



Volunteer Alexandria  
GLOBAL NETWORK AFFILIATE

## OLD TOWN ARTS & CRAFTS FESTIVAL

Hosted by Volunteer Alexandria

June 25, 2022 from 3 – 7 p.m.

### --VENDOR GUIDELINES AND INFORMATION--

Thank you for your interest in our show, organized and hosted by Volunteer Alexandria, a nonprofit organization, who connects people with community needs. The show welcomes applications from all craft artists, and is known for high quality artwork in Old Town Alexandria. Please read these guidelines carefully, even if you have participated in the show before. This is a juried show and all work must be original, handmade, created and exhibited by the approved artist. Our show attracts customers because they know they'll have personal contact with artists so please do not send a representative to sell your work.

**LOCATION:** Market Square, 301 King Street, Old Town Alexandria, VA 22314  
**EVENT DATE/TIME:** Saturday, June 25 from 3 – 7 p.m.  
**SET UP TIME:** After you signed in around 2 p.m.  
**BREAK DOWN TIME:** Please note that all vendors must leave the square **NO LATER than 9 p.m.**  
**DEADLINE TO APPLY:** May 8

#### EVENT INFORMATION

- The Festival is open to artisans - **only ORIGINAL, HANDMADE in the U.S. work** is permitted to be displayed/sold!
- **Festival is held RAIN OR SHINE.**
- The artist who makes the crafts being sold must be in the booth.
- Volunteer Alexandria reserves the right, at its sole discretion, to reject any application in the interest of ensuring original and diverse arts and crafts. On the event day, if work is judged to be manufactured or imported, the exhibitor will be asked to remove the work and/or be required to leave the premises immediately at the sole discretion of the Volunteer Alexandria, its staff and volunteers. No refunds will be made.
- Demonstrations are encouraged where possible. Limited electricity is available but not open flame.

#### ONLINE APPLICATION PROCESS

- Make your payment – **check or VENMO payments preferred due to fees**, money order or online. Checks should be made out to “Volunteer Alexandria”. Incomplete applications will be denied.
- Applications should include a link to view photos or email Marion three photos of items you will sell (can be all on one sheet). New applications lacking these will be considered incomplete. **Include an image of your booth set-up, too.** If you sell more than one type of art media please provide photos of each category.
- We have the right to limit the application by category (jewelry, photography, pottery, painting etc.).

#### BOOTH/EXHIBIT SPACE

- Spaces are 10'X10', 10'X20' double booth, a corner space, or just space for one 6ft table.
- Exhibit space is reserved after approval by jury.
- The **booth assignments are made at the sole discretion of Volunteer Alexandria and its staff**, and are based on available space and total number of participating artisans.
- **Booth location and set up time** will be emailed to you prior to the event.
- All activity of an exhibit must be contained in the allocated space. All vendors **must supply their own setup** – tent, tables and chairs, etc. Distribution of literature must be within the rented space only.
- Exhibitors are responsible for staffing their booth at all times during the Festival. However, volunteers will be available for bathroom breaks, as needed.
- Sales tax is the responsibility of the exhibitor.
- Only quiet generators will be allowed in the park.
- **Weights must be attached to the tent.** If not, you will be told to take your tent down.
- If you have a banner/sign it must only identify the artist

#### SET-UP OF BOOTH/EXHIBIT SPACE:

- **Check-in and Set-up:** Sat. June 15 starting at 1:30 p.m. **ON THE PERIMETER** at Market Square.
  - You must **register first** before you can set up. You are responsible for your own set-up.
  - Please notify check-in person if you need volunteer assistance setting up or taking down.
- **Loading zones** are located on **North Royal and North Fairfax Streets**. Promptly remove your car when done to make space for the next in line. Do not park in the loading and unloading zones, or in the reserved spaces on Royal St. or Fairfax St. You will receive a sign on event day that allows you to unload/load for this event.
- **Tents:** Tents have to be stabilized, wind or no wind – weights such as sandbags and cinderblocks are suggested because Market Square surface is comprised of bricks so spikes cannot be used.
- While volunteers may be available to assist you with set-up, you are responsible for your own set up.

#### PARKING & UNLOADING:

- You are NOT permitted to drive or park your vehicle on the Square. Hand trucks may be utilized but must NOT be taken over the curbs. **You must use the ramp provided for this purpose.**
- Exhibitors are urged to utilize the parking garage located under the Square or on Cameron Street, which has lower rates on weekends and ample parking. Street parking is limited to two hour metered parking and parking violations are strictly enforced by the City of Alexandria.

#### BREAK-DOWN OF BOOTH/EXHIBIT SPACE:

- All trash and other waste must be disposed of in the provided trash receptacles.
- All vendors must keep their area clean and in order.
- While volunteers may be available to assist you with break-down, you are responsible for your break-down.
- All vendors have to leave the square **NO LATER THAN 8 p.m.**

#### OTHER IMPORTANT INFORMATION:

- Volunteer Alexandria is not responsible for ANY theft or personal injuries.
- Public restrooms are located in the Market Square parking garage accessible from North Fairfax St.
- General safety precautions must be taken at all times during the Festival.
- Children must be supervised by an adult **at all times**. Dogs are welcome but **must** be on a leash.
- Alcoholic beverages are **not** permitted on the premises.
- The festival will be held regardless of weather conditions – rain or shine.
- There will be **no refunds** issued due to inclement weather.
- **No refunds to accepted work will be issued after 5 p.m., June 5, 2022 and a donation form will be available. Refund requests prior to this date will incur a \$20 service charge.**
- **Checks will be processed AFTER vendor has been accepted. Vendors NOT accepted will receive a 95% refund if paid online (processing fees).**

#### MARKETING:

- Volunteer Alexandria will promote this event through Visit Alexandria and via social media, several websites promoting events and arts fair, electronic newsletter, as well as distribute thousands of post cards throughout Alexandria.
- The vendors are responsible for marking their participation in this festival. An electronic post card will be provided.

**Thank you for your continued support and cooperation to make this event a success!**

Volunteer Alexandria, 1055 N Fairfax Street, Suite 200, Alexandria, VA 22314  
703-836-2176; Mbrunken@VolunteerAlexandria.org