



## OLD TOWN ARTS & CRAFTS FESTIVAL

*Hosted by Volunteer Alexandria*

### VENDOR GUIDELINES AND INFORMATION

**LOCATION:** Waterfront Park, The Strand, Old Town Alexandria, VA 22314

**SET UP TIME:** Between 7:30 and 8:00 a.m. **AFTER** you have signed in

**BREAK DOWN TIME:** 6:00 p.m. and **NOT earlier!** It is not okay to break down earlier and will reflect negative on the entire fair. If you need to leave earlier, you **MUST notify Marion Brunken two weeks prior to event day.**

**FEE:** \$165 for a 10'x10' space OR \$190 for a 10'x10' corner space OR \$300 for a double booth

#### 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.

#### APPLICATION PROCESS

- Complete applications must include a check, money order or credit card information (valid VISA or Master Card account number with expiration date). Checks should be made out to "Volunteer Alexandria". Incomplete applications will be denied.
- Applications should include three color images 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.
- **DO NOT SEND ORIGINAL ARTWORK, WE CANNOT RETURN IT.**
- Signed applications may be emailed along with images to [mail@volunteeralexandria.org](mailto:mail@volunteeralexandria.org).
- We have the right to limit the application by category (jewelry, photography, pottery, painting etc.).

#### BOOTH/EXHIBIT SPACE

- The booth fee for a 10'X10' space is \$165, \$300 for a double booth, and \$190 for a corner space.
- It is permitted that **two artists can share one booth.**
- **Exhibit space is reserved after approval by jury**, who will meet for the first time in February **OR** after the first 40 applications have been received. Late submissions will be approved as space allows.
- 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 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. **PLEASE ADD TO THE APPLICATION FORM.**
- 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:** Starts at 7:30 a.m. **ON THE PERIMETER** at the Waterfront Park. **You will receive a set-up time from Volunteer Alexandria.**
  - 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 **Strand and Prince 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 Strand Street.
- **Trailers and trucks not being able to park in the garages:** There is street parking available.
- **Tents have to be stabilized**, wind or no wind –weights such as sandbags and cinderblocks are suggested. **No SPIKES** due to underground water system.
- While volunteers may be available to assist you with set-up, you are responsible for your own set up.

### PARKING & UNLOADING:

- **Loading zones** are located on **Strand and Prince 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 Strand Street.
- Exhibitors are urged to utilize the **parking garages** (*Solo Parking, 225 S Union St, \$7 flat rate, 9:00-11:00 p.m., height limit 6'11", 703-548-8389; HB Parking, 110 S Union St, \$8 flat rate, 10:00-11:00 p.m., height limit 6'7", 202-329-6001*).
- 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.

### OTHER IMPORTANT INFORMATION:

- **Public restrooms** are located in the Torpedo Factory, 105 N Union St, Alexandria, VA 22314 or at next to Blackwall Hitch at 5 Cameron St, Alexandria, VA 22314.
- Volunteer Alexandria is **not** responsible for ANY theft or personal injuries.
- 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.
- There will be **no refunds** issued due to inclement weather. **No refunds after a certain date**, all refunds will incur a \$20 service charge.

### 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, a 501(c)3 nonprofit, is a change-maker in Alexandria.** We connect volunteers to meaningful opportunities to affect positive change in our own community. Our volunteers are as young as six years old.

**Your participation helps us connect people to programs that change the world - right here in Alexandria.** By connecting volunteers with meaningful opportunities, our partner organizations can:

- Keep seniors safe by shoveling their walkways and prepare residents for potential disasters
- Deliver meals to home-bound residents
- Teach English as a second language to new immigrants
- Tutor students and coach youth sports
- Organize food donations at ALIVE! food bank and much more