

**Longwood Historic Society
P.O. Box 520500
Longwood, FL 32752-0500
407-332-0225**

Dear Artist / Crafter,

Thank you for your interest in the Longwood Historic Society's Arts and Crafts Festival. The November 18-19, 2017 festival will be our 41st year. Last year over 25,000 shoppers visited our 150 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 waterproof tent and weights 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 was given until our February 1, 2017, deadline to renew their application. After February 1st, we start selecting vendors from our new applications and waiting lists. By June, we have waiting lists in several categories such as jewelry and fabric.

Selections are made after weighing a variety of factors, including, but not limited to the uniqueness of the art or craft, how many other artists or crafters 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 from artists or crafters) at the event. Except for our authorized food vendors, we do not permit the sale of prepared food products, for consumption at the event, from artist or crafter booths.

Should you be interested in getting into our festival, or on the waiting list, please complete 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 or 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.

Regards,

Donna L. Bundy
Festival Chairperson

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

NOTICE: Cashier's Checks or Money Orders ONLY if application is postmarked after August 1st

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

41ST ANNUAL LONGWOOD ARTS & CRAFTS FESTIVAL

November 18 & 19, 2017

2017 JURY COMMITTEE SUBMITTAL

Name:

(First)

(Last)

(2016 Booth Number)

Address:

(Street Address Only)

(P.O. Box Only)

(City)

(State)

(Zip Code)

Phone:

(____) _____

(Home / Office)

(____) _____

(Fax)

Email (Required): _____

Category: _____

(Example: Acrylic, Baskets, Candles, Charcoal, Clothing, Country Crafts, Crochet/Knit, Fabric, Glass, Jewelry, Metal, Mixed-Media, Oils, Pastels, Pet Crafts, Photography, Pottery, Seasonal Décor, Watercolor, Wood, etc.)

Thoroughly describe your art or craft: _____

You must submit at least four (4) photos of your work, including one (1) close-up of an item you intend to sell at our event, two (2) of you performing or demonstrating the art or craft and one (1) of your exhibit booth. All photos must be of your original work and representative of items you will show in our 2017 festival.

Photos will not be returned.

Submit Jury Form and Application with \$240.00 (\$15.00 Application Fee and \$225.00 Booth Fee)

Judges Scores: #1: _____ #2: _____ #3: _____

Overall: _____

Mail completed forms and fees to:

LHS - PO Box 520500 – Longwood, FL 32752-0500

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2017 LONGWOOD ARTS AND CRAFTS FESTIVAL - NOV. 18 & 19

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 L.H.S. 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 torn 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 LHS 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 are prohibited.
7. Electricity is not provided by LHS. If you make arrangements with a property owner to use their electricity, you must provide LHS a signed written permission letter 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 LHS a signed written permission letter from that owner.
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. Alcoholic beverages are prohibited except when sold from authorized Food & Beverage vendors. The LHS reserves the right to ask any exhibitor to leave the festival area if the policies have been broken. The LHS 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 for and collect awards; signature subject to verification.
16. No refunds of application/booth fees shall be made should it become necessary to cancel the festival due to circumstances beyond our control after August 1, 2017.
17. **All requests for refunds shall be in writing and shall be postmarked no later than August 1, 2017.**
 - 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 the 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 LHS, in writing, of any change of address.**

IMPORTANT NOTICE: Cashier's Check or Money Order – NO CHECKS, if application is postmarked after September 1, 2017.

LONGWOOD HISTORIC SOCIETY

PO BOX 520500
LONGWOOD, FL 32752-0500

LHS USE ONLY: Postmark Date: ____/____/____
Check # ____ Cash \$ ____ AMOUNT \$ ____

APPLICATION

2017 LONGWOOD ARTS AND CRAFTS FESTIVAL - NOV. 18 & 19

Please correct label here, *only 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 L.H.S. 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, 2017 FESTIVAL: \$210.28 PLUS 7% SALES TAX OF \$14.72, **TOTAL DUE \$225.00**
Make checks (**ONLY Cashier Checks or Money Orders for applications postmarked after September 1, 2017**) payable and remit to: LHS (Longwood Historic Society). Partial payments or deposits will not be accepted.

CORNER BOOTH (if available), 10 FT X 10 FT, 2017 FESTIVAL: \$257.01 PLUS 7% SALES TAX OF \$17.99, **TOTAL DUE \$275.00**

Number of spaces requested for 2017 _____ Booth number(s) requested for 2017 _____

Date by which your application must be postmarked to reserve a space for 2017 is: **February 1, 2017**. After February 1, 2017, 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, 2017**. Participation in future events is not guaranteed.

YOUR CANCELED CHECK IS YOUR RECEIPT, BOOTH ASSIGNMENTS WILL BE MAILED BY NOVEMBER 1, 2017

NOTICE: Cashier's Check or Money Order if application is postmarked after September 1, 2017.

“ALWAYS THE WEEKEND BEFORE THANKSGIVING”