

**41<sup>st</sup> ANNUAL LONGWOOD ARTS AND CRAFTS FESTIVAL**  
**November 18 & 19, 2017**

**2017 NONPROFIT - FESTIVAL POLICIES**

1. Nonprofit organizations are given the opportunity to solicit members, display informational materials, and give away promotional items. Absolutely **NOTHING** is to be sold from nonprofit booths and **BOTTLED BEVERAGES may not be given away.**
2. Nonprofits must provide a copy of a current letter from the Florida Department of Agriculture authorizing them to solicit contributions and a copy of the IRS determination letter of their 501(c)3 status. **The L.H.S. reserves the right to deny any applicant who may be deemed inappropriate.**
3. Booths must be set up by 8:30 AM each day and open until 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. 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.
10. **Failure to occupy your booth both days of the festival will result in refusal of exhibitor(s) subsequent return.**
11. 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.
12. All partners sharing a booth **must** have their **names and signatures** on the application.
13. No awards or ribbons won in any previous event, show or festival may be displayed in or on a booth.
14. The exhibitor's name and signature must be on the application to qualify for and collect awards; signature subject to verification.
15. 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.
16. **All requests for refunds shall be in writing and shall be postmarked no later than September 1, 2017.**
  - A. If you are unable to be in the Festival **after the September 1<sup>st</sup> 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.
17. **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, AFTER SEPTEMBER 1, 2017.**

LONGWOOD HISTORIC SOCIETY  
PO BOX 520500  
LONGWOOD, FL 32752-0500

**NONPROFIT**

LHS USE ONLY:

Postmark Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Check # \_\_\_\_\_ Cash \$ \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## APPLICATION

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

Please correct label here, *if necessary*:

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(ZipCode)

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL \_\_\_\_\_

BUSINESS NAME (if applicable) \_\_\_\_\_

CATEGORY: Describe your nonprofit's mission 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: TOTAL DUE \$150.00**

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.

Number of spaces 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”**