

# *Chapel Hill's Exhibitor Rules and Regulations*

## Application process:

1. All work must be original, handcrafted, and created by the approved artists. Buy-sell, kits, imports, commercial and mass-produced items will not be accepted. This rule shall be strictly enforced to the best of our ability.
2. We expect you to submit your application on-line. If that is not possible, you may print it from the web-site and mail it in. In special cases, you may specifically request that we mail it to you.
3. Please provide a **clearly legible e-mail address** so that we can communicate information to you as needed. It is suggested that you add [chapelhill.craftshow@gmail.com](mailto:chapelhill.craftshow@gmail.com) to your contacts so you won't miss any communications from us.
4. We limit the number of exhibitors within each category or with similar work. All applicants are juried at the same time, choosing a variety within each category. (It is not a first to apply, first-in process.) Note: Open potpourri is only allowed outdoors.
5. All applications shall be reviewed and screened prior to jurying. If your application is not complete, you will be notified. You may resubmit said application for reconsideration when completed appropriately. You will receive an email confirmation of your acceptance/rejection no later than May 6th, and if no email, then by mail shortly thereafter.
6. A \$20.00 bank fee will be charged on all returned checks. Thereafter, the original amount plus \$20.00 shall be payable to secure your acceptance into the show.
7. You must submit 3 to 4 photos of your items and 1 or 2 of your display. There must be sufficient photos to represent ALL crafts or wares you plan to exhibit or sell at the show. It is preferable to do this on line. You must enter all 5 photos for the application to up load.
8. If you must submit by mail: Please submit good quality printed photos. Computer printed photos are acceptable. Remember, this is how we are judging your products. Please place your name on back of the photos. Your photos will be returned to you, after May 6<sup>th</sup>, provided your self-addressed, stamped envelope has proper postage and is large enough to accommodate them.
9. Work in progress photos are to be available the day of the show if questions arise regarding your items when we jury during the event.
10. Indoor spaces measure 10' x 8'. Outdoor spaces measure 15' x 20' and are located on grass. You must provide your own tables, chairs, display hardware, etc. Tents or canopies are allowed outdoors only and should be strong enough to withstand the weather.
11. Electricity is available at all indoor booth locations and at a limited number of outdoor booths. Quiet generators can be used outside so long as they do not disturb other exhibitors. Some outdoor hook-ups require an adapter plug that can be requested at registration.

## Set-up and day of the show:

1. Booth set-up time begins on the **Friday before the show from noon to 5:00 pm** and on **Saturday, the day of the show, from 5:00 to 7:30 am**. If you will be arriving late on Friday, you must call and make special arrangements as the fairgrounds are secured.
2. The provided Vehicle ID slip must be placed in your vehicle window or other visible area. Each vehicle you bring needs a tag, so ask us for more at registration.
3. Your vehicle should be unloaded and parked in a designated area before setting up your display. A number of outdoor spaces have parking behind the display area.
4. If you have not arrived by **7:15 a.m.** on Saturday or called us regarding special circumstances related to arrival, you will be considered a "No Show" and your space may be given away without a refund.
5. Overnight campers and empty cargo trailers will have designated parking areas. Check at Registration for the location.
6. Show hours end at 4:00 pm. It is critical that you do not start packing up or taking down displays until after that time. Violation of this rule will impact your chances of being invited back to our show.
7. You will be responsible for researching, collecting and reporting all applicable local and state sales taxes to the appropriate department of revenue. Out of state exhibitors must also adhere to their individual state laws.
8. Should you display any craft or wares in your booth different from the items stated in your application or that have not had prior approval by us, you could be requested to remove such items or be subject to expulsion from the event.
9. Due to insurance liabilities, no pets are permitted on show grounds, except service animals for persons with disabilities. Also, no alcoholic beverages are allowed on the fairgrounds and smoking is prohibited except in parking lots.
10. The Chapel Hill Show committee reserves the right, at its' sole discretion, to require an exhibitor to withdraw from the show in case of misrepresentation or undesirable behavior. In such event, we will refund any monies paid directly to it by said exhibitor. The exhibitor shall have no recourse, nor shall the Chapel Hill Arts & Crafts Show be liable in any way for any indirect, direct, consequential, lost profits, or any other damages that may be incurred by the exhibitor.
11. Photos taken by our committee members or designees at the show or those provided by the exhibitor, may be used for advertising and promotion purposes (News releases, Web Site, Face Book, etc.).

## Cancellations:

Please notify us as soon as possible for any cancellations. There are no refunds after August 1<sup>st</sup> for cancellations.