



## **MATTHEWS ALIVE! ARTS & CRAFTS APPLICATION – 2012**

### Arts & Crafts Hours:

Saturday, September 1, 2012

9:00am – 7:30pm

Sunday, September 2, 2012

12:00pm – 7:30pm

Monday, September 3, 2012

9:00am – 5:00pm

**\*\*\* RAIN OR SHINE \*\*\***

**All crafters are required to be on site all hours and all three days of the festival!**

### **Space & Fees:**

1. Space Size is a minimum of 10' x 10" and are all outside (space size varies due to location, but will not be smaller than the minimum). Most spaces are on asphalt with a few on grass, concrete, or a combination of the two. Some spaces are back to back. Crafters provide their own tents, tables, chairs, & other supplies.
2. No electricity is available. If you plan on bringing a generator, you must note that on your application so you can be placed where the generator will not disturb other crafters. **Quiet generators are required.**
3. Fees are as follows:  
**Non-refundable application fee: \$20.00.**  
**Space fee: \$180.00 - Due by July 31.**  
**Total fees \$200.00.**

We may continue to take applications **after Aug 1<sup>st</sup>** if space is available, **however, a late fee will be added and the application fee becomes \$30.00**, making your total \$210.00. All fees must be submitted by cashiers check or money order after Aug 1st. See detailed application requirements.

## Arts & Crafts Application Procedures

1. **Applications must include a \$20.00 application fee. This fee is non-refundable.** You must submit a second check for \$180.00 for your space to secure an earlier date stamp that shows your fees paid in full.

Spaces are assigned in accordance to when fees are paid in full coupled with spacing of categories.

All checks may be deposited immediately. Deadline for applications is Aug 1st. If spaces are still available after this date, the application fee will increase to \$30.00; total \$210.00.

*Fees submitted after August 1 must be made by money order or cashiers check. If all spaces are filled before Aug 1, you will be offered the option of being placed on our wait-list.*

2. Applications must include at least **3 photographs of your completed work that typifies your craft.** You must also include **2 photographs of your work in progress** - including a photo showing you in the process of creating your wares along with a photo of your supplies and workshop. You must also include **one photo of your booth display.** Photographs will not be returned. You may also be asked to submit invoices or receipts from your suppliers, at the discretion of the jury. Please note additional requirements for jewelry listed below. All crafters must submit photographs even if you are a past participant.

3. You must include **2 self-addressed stamped #10 business envelopes** with your application so we may send correspondence back to you.

4. Initial acceptance and rejection letters will be mailed by the end of May. Other applications received after this date will receive notification within 2 - 3 weeks of application receipt.

5. Mail application, photos, **2 self-addressed stamped #10 business envelopes**, and fees to:

**Matthews Alive Arts & Crafts  
1500 Matthews Plantation Drive  
Matthews, NC 28105**

6. In the event a crafter must cancel their space, we **must receive a written cancellation request by August 1st.** Refund of the space fee **only** will be offered up to Aug 1st. No refunds are offered after that date for *any* reason including weather, acts of God, extenuating circumstances, ejection from the festival for rule violations, etc.

## Jewelry Specific Rules & Additional Application Requirements

1. As of right now, our jewelry category is full with participants from last year's festival. If you wish to apply for our waitlist – please include **only the application fee of \$20** and note that you are applying for the waitlist.
2. In order to be considered for jewelry, **at least 75% of your space must be jewelry** unless your jewelry compliments or matches the other accessories that you carry in your booth. Decisions will be made at the discretion of the jury and are final.
3. Photograph requirements for jewelry are different from other categories. You must provide **AT LEAST 5 photos of your completed work, 3 photos of work in progress** (with your supplies & tools pictured in at least one of them), and a sampling of invoices or receipts from your suppliers of raw goods.

## Arts & Crafts Rules

1. Exhibitors must make all items sold and be present at the show. No representatives or franchises allowed. No spouses or family members in place of the artist allowed. No buy and sell allowed. Imports, crafts supplies, and commercially produced items will not be allowed. No buy and sell allowed. The artist creating the craft must be present selling their own wares.
2. There will be limits in the number of exhibitors in each category of Arts or Crafts.
3. Exhibitors must provide their own tents, tables, etc. No electricity is available. If you want to bring a generator, you must note that on your application. Only quiet generators will be allowed. Make sure your tents are weighted in the event of inclement weather. When accepted, if you are unsure if your space is on asphalt or grass, you may contact the director so you can plan accordingly. Most spaces are on asphalt.
4. Under no circumstances may exhibitors arrive before Friday, August 31, at 6:00 pm for set-up. The Arts & Crafts venue uses Elementary School grounds and absolutely no exhibitors are allowed on these grounds while children are present. Set-up must be complete before 9:00 am Saturday. You may arrive any time before 8:30 Saturday morning. Vehicles must be clear and in parking areas by 8:30.
5. If you have not arrived at your space by 8:30 am on Saturday morning, you will be considered a no show and your space may be offered to other crafters. No refunds are offered for no shows and you may be placed on probation or banned from future shows.
6. You will be sent a Crafter Parking permit that you **MUST** display on your dash to enter through the barricades and to park in your designated lot. At the same time you receive your parking permit, instructions will be sent to you on which barricade to bypass. Parts of the festival will be open when you arrive Friday after 6:00 pm, and without displaying your permit, you **WILL NOT BE ALLOWED TO ENTER**. The area will be crowded with pedestrian traffic so please drive carefully. Exhibitor parking is provided behind the Arts & Crafts area (school parking lots). Vehicles may enter the festival area for loading and unloading only, but must be removed immediately when finished and must be parked 30 minutes prior to festival opening time. Once you have entered these lots, you may not exit until Arts & Crafts closes for the day. If you wish to park in alternate lots, parking is on your own and you will not be able to bring these vehicles onto the grounds. On load out day, if you are parked in alternate lots, you will be the **LAST** allowed to bring your vehicle in for loading.

7. Set-up procedures – unload your vehicle at or as near to your space as you can get and immediately park your vehicle in your designated lot. Through space is extremely tight. Then return to your booth to set up. Please note that you will have to cart your items if your space is directly in front of the school as these have sidewalk access only.
8. Do not display items not listed on your application without prior approval. Exhibitors may only show work that is typified by the photos and that is handmade by them. You must include a photo of your work in progress with your application. You will be asked to remove any item not listed on your application or not depicted in your photos or not handmade by you or you may be ejected from the festival with no refund given.
9. Matthews Alive representatives have sole discretion on acceptability of work and reserve the right to remove any items from exhibitor booths. Exhibitors may be asked to and should be prepared to demonstrate assembly of any item if there is a question as to the origin of the item. A crafter may be asked to leave the festival without refund if any of the rules in this information sheet are broken.
10. Exhibitors are not to relocate or move from their assigned spaces. They must not infringe on other spaces or in public areas.
11. Exhibitors will be given a sign with their space number and the Arts & Crafts sponsor on it. You MUST make sure that the sign is returned to us by the end of the festival. If the sign is not returned, you will be billed for cost of its replacement (\$20).
12. Exhibitors are required to be on site all hours and all three days of the festival. Do not dismantle your booth until the festival closes. For safety reasons, vehicles will not be allowed into the Arts & Crafts area until pedestrian traffic has cleared, so you may not be cleared to move through the area when we immediately close. Security is onsite 24 hours a day during the festival; however, you are responsible for taking reasonable precautions to secure your booth. The festival area is quite large and the security officer cannot be in all places at all times. Items may be left in your booth at your own risk.
13. Matthews Alive is a Rain or Shine event, and all exhibitors are expected to participate at all times.
14. Detailed information and space assignment will be mailed at least 4 to 6 weeks prior to the event.
15. The town of Matthews has a written ordinance prohibiting any pets from being on the premises during public events. Please leave your pets at home – or if you choose to bring them, be prepared to keep them locked in vehicles. Also, if you bring your children, please make sure they stay with you at your booth and are not unaccompanied.
16. Each exhibitor should register with the NC Dept of Revenue to collect and pay the required sales tax or NC and Mecklenburg County (currently 8.25%) Contact: Registration Information, 704-519-3000, ext #2.
17. The Matthews Alive! Board, the town of Matthews, the Arts & Crafts Committee, and other property owners of festival grounds are not responsible or liable for damages, injury, or loss to any persons or goods from any cause whatsoever. The Matthews Alive! Board, the town of Matthews, the A&C Committee, and other property owners of festival grounds cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space or ground of the festival.

**For Further Information Contact Derek Hodge**  
**[artsandcrafts@matthewsalive.org](mailto:artsandcrafts@matthewsalive.org) (preferred)**  
**704-847-4090 (home)**



**Arts & Crafts Application - 2012**

**September 1st – Sept. 3rd, 2012**

\$200.00 if postmarked by 7/31/12.

(\$20.00 app fee + \$180.00 space fee)

\$210.00 after 7/31/12.

(\$30.00 application fee + \$180.00 space fee)

\* Deadline for cancellations must be received in writing by Aug 1, 2012 to be considered for space fee refund.

\* Application fees are non-refundable.

\* Matthews Alive reserves the right to reassign spaces as needed.

Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of

Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(use other side of form if necessary)

**NOTE:** Only items handmade by the exhibiting artist will be allowed. Franchises and commercially produced items will be prohibited. The committee reserves the right to reject any pieces that do not fit our family friendly event.

Number of Spaces Requested:

\_\_\_\_\_

2011 Space #

Special Needs or Request:

\_\_\_\_\_

***I acknowledge and certify that I have read and agree to abide by rules established by Matthews Alive!, Inc. I also hereby agree to release and hold harmless Matthews Alive!, Inc., it's employees and volunteers; the Town of Matthews, it's employees and volunteers; as well as the Owners of any private property that the festival utilizes from any damages, losses due to theft of the undersigned vendor's property, or for any personal injury, which the vendor or anyone working for the vendor may sustain while participating in the Matthews Alive Festival.***

Signed:

\_\_\_\_\_

Date: \_\_\_\_\_

Mail application to:

**Matthews Alive Arts & Crafts**

**1500 Matthews Plantation Dr. Matthews, NC**

**28105**

**Office Use Only**

Date App. Fee: \_\_\_\_\_

Date Space Fee: \_\_\_\_\_

2012 Space # \_\_\_\_\_