



# Arts & Crafts, Community and Business Fair Exhibitor Application

## Important Information

### About the Festival

Autumn Treasures features an arts and crafts market, a community and business fair, free kids zone play area, food concessions and live entertainment. Join us Saturday October 8 – Sunday, October 9. On Saturday, we will host our 6th Annual Kansas City Barbeque Society sanctioned contest and public tasting, "Grill'n & Chill'n" BBQ Cook Off. Proceeds from the public tasting go to a local charity. Expect to see approximately 10,000 of your closest friends, over the course of the weekend, because they know that Autumn Treasures is the place for free family fun!

### Location

Downtown Waxhaw, NC

### Dates & Times for Two Day Show

Saturday Oct 8, 2016	10:00am – 5:00pm
Sunday Oct 9, 2016	12:00pm – 5:00pm

### Key Deadlines

Final Application Deadline: Sept 16, 2016

Final Date for Exhibitor Cancellation & Receipt of Refund: Sept 23, 2016

Space Assignments will be e-mailed to Exhibitors in early October.

### Point of Contact

Waxhaw Events Division  
704-843-2195 ext. 226  
events@waxhaw.com  
www.waxhaw.com



### What to Expect After Submitting Your Application

1. Once you have submitted your application, you will receive an e-mail indicating your acceptance or non-acceptance into Autumn Treasures.
2. Prior to the event, you will receive an additional e-mail that gives you specific event and set-up information including your space assignment, arrival/departure, maps and more.

If you would like to know the status of your application, please feel free to call the Town of Waxhaw Events Division at 704-843-2195 ext. 226.

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## Additional Information

### Photos

If you are selling merchandise as part of your exhibit, please send a photo of your merchandise to [events@waxhaw.com](mailto:events@waxhaw.com) or to Town of Waxhaw Events Division, P.O. Box 6, Waxhaw, NC 28173

### Pet Policy

Though we love our furry friends, pets are not permitted at Town of Waxhaw events per town ordinance. **Exhibitors that represent such entities as animal rescue may be approved to participate as an exhibitor thanks to discretionary measures built within the ordinance.** If chosen as an exhibitor, animals must remain within the space provided and will not be permitted to walk around the event. If an animal is purchased from you, the customer must immediately take that animal outside of event limits. You may want to offer to watch the animal until the customer is ready to leave for the day. Please call the Town of Waxhaw Events Division if you are an animal related exhibitor, at 704-843-2195 ext. 226.

## Arrival/Set-up/Departure

Parking will be available on a limited basis. Please keep this in mind when making your plans. You may need to carry items to and from your assigned space. Please do not block drive-ways or other cars during the course of your business.

### Saturday Arrival

Streets will be closed to regular traffic at 7:00am. Please...

1. Off Load
2. Park
3. Set Up
4. Tie Down Your Tent

Please be quick to off-load. Do not set up while off-loading. Your vehicle must be off-site by 9:00am.

### Saturday Departure

Do not dismantle your booth before 5:00pm. Take the time to clean your area and secure it for the night. You will not be allowed on site with your vehicle until all pedestrian traffic has cleared. Please wait for the "go ahead" from Event staff members or volunteers.

1. **Pack**
2. **Bring Vehicle**
3. **Load (Do not pack while loading!)**

### Sunday

Entry begins at 10:00am. Please follow the same set-up as Saturday. Have your vehicle off site by 11:00am. Do not dismantle before 5:00pm. Wait for a signal to retrieve your vehicle. Leave only the trash bag given out by Event staff/volunteers. Do not pack while loading.

### Night Security

Night security will be on site however, please take all of your valuables! The Town of Waxhaw is not responsible for lost or stolen items.

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## Arts & Crafts, Community & Business Fair Exhibitor Information

**Business Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Secondary Phone Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_

**Please provide a brief description of the items to be exhibited, including price ranges if items are for sale.**

\_\_\_\_\_  
\_\_\_\_\_

**Fee Per 10'x10' Space** (Please Mark an "X" Next to Your Desired Choice)

Without Electricity

- Non-profit Exhibitor Space = \$25.00**
- Arts and Crafts Exhibitor Space = \$85.00**
- Home-based Business Exhibitor Space = \$85.00**
- Commercial Business Exhibitor Space = \$250.00**

\*Please note: Sales representatives working from home for a commercial business are categorized under commercial not home-based business

With Electricity 20 amp service (\$25 additional)

- Non-Profit Exhibitor Space with Electricity = \$50.00**
- Arts and Crafts Exhibitor Space with Electricity = \$110.00**
- Home-based Business Exhibitor Space with Electricity = \$110.00**
- Commercial Business Exhibitor Space with Electricity = \$275.00**

**Number of Spaces Requested** (Please Mark an "X" Next to Your Desired Number)

- One** \_\_\_\_\_
- Two** \_\_\_\_\_

**Total Fee to Be Paid:** \$ \_\_\_\_\_

\*\*\*Returned checks will be charged a \$35.00 processing fee\*\*\*

**Payment Information** (Please Mark an "X" Next to Your Desired Payment Option)

- Cash** \*\*Cash payments may be made, in person, at Town Hall
- Check** \*\*Please make checks payable to the Town of Waxhaw

\*\* You may mail your payment to:

Waxhaw Town Hall, Attention: Events Division, P.O. Box 6, Waxhaw, NC 28173

- Online Credit Card Payment**

<https://heartlandpaymentservices.net/PaymentPortal/TownofWaxhaw/Bills>.

Choose the Events Division button, then select Autumn Treasures from drop down menu on the right. Enter the amount and select method of payment. Follow the prompts to complete your transaction.

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### Exhibitor Guidelines

1. Awarded spaces are non-transferable.
2. Spaces are 10 feet x 10 feet and additional space must be purchased if needed.
3. This is an outdoor show and no refunds for inclement weather will be given.
4. **Exhibitors must provide their own tents, tables, chairs and tent tie downs. Tents and tie downs are mandatory.**  
Exhibit space is mainly on concrete. Tie downs can consist of water jugs, sandbags or anything weighted that will tie to tent legs.
5. Exhibitors must be present during the entire event and must personally staff their space. Exhibitors not arriving by 9:00am, Saturday morning, will be considered a NO SHOW. Unless there is a valid excuse approved by the Town of Waxhaw Events Manager, no-shows will not be allowed to appear at a Waxhaw festival for a period of one year. Exhibitors leaving before 5:00pm on Sunday will also lose their opportunity to appear at a Waxhaw festival for the period of one year.
6. Exhibitors are responsible for maintaining and leaving their area free of refuse. Every exhibitor will be given a trash bag that the town will pick up on Sunday after the event. Please leave it in the center of your space at the conclusion of the two-day event.
7. Exhibitors will contact the Events Division if they desire pets to be part of their exhibit as there are specific rules that must be followed.

### Exhibitor Agreement

Applicants shall indemnify and hold harmless the Town of Waxhaw, its agents, volunteers, elected officials and employees from and against all losses, costs, damages, expense, and liability caused by an accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products or services rendered at this event.

Applicant agrees to waive, release or discharge the Town of Waxhaw, its agents, volunteers, elected officials and employees, of and from any and all claims, demands, costs, liability and causes of action whatsoever that may arise as a result of participation in this event, including but not limited to, any claims, causes of action, liability, damages, demands and costs related to injury to the benefit of Town and shall bind Applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof.

I, the undersigned, agree to abide by all Rules and Regulations set forth in this application. By signing below, I agree to consider this application a commitment and realize that no refunds will be made for cancellations after the cancellation date as specified in this document.

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

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