

## **Festival Location**

Audubon Park, in Memphis, Tennessee is an open-air venue. The Pink Palace Crafts Fair takes place, rain or shine, on October 14-16, 2016. It is located on the corner of Southern and Perkins Extended across the street from Theater Memphis (630 Perkins Extended).

## **Festival Dates and Times**

Friday, October 14 – 10AM-6PM

Saturday, October 15 – 10AM-6PM

Sunday, October 16 – 10AM-5PM

## **Important Dates for 2016**

January 15 – Application available on Zapp and on our website.

March 15 – Deadline for application

April 5 – Jury date

April 22 – Notification of acceptance emailed

June 24 – Deadline for booth payment

## **Amenities**

Booth sitting services, a Crafts Fair T-shirt, and coffee/fruit each morning from 8-9:30AM.

## **Monetary Awards**

Best of Show and Merit awards winners will be notified on Saturday.

## **Craft Exhibitor Categories**

All applicants will be classified in one of two exhibitor categories:

**Juried Fine Crafts** – Items submitted for this category must be individually handcrafted. All designs should be original. Two-dimensional artwork, including paintings, photographs and drawings are accepted. Of the work displayed, 75% must be original; 25% may be mechanical reproductions (i.e. prints). Commercially manufactured items are prohibited. No imports, products made from kits, non-original patterns or molds are acceptable. No commercial resale or wholesale is allowed. We reserve the right to request the removal of items which were not included in the application submitted to the jury.

**Juried Handicraft** – Items submitted for this category must be handcrafted. Found items may be used in the craft. Of the work displayed, 25% must be original; 75% may be mechanical reproductions (i.e. prints). Commercially manufactured items are prohibited. No imports, products made from kits, non-original patterns are acceptable. No commercial resale or wholesale is allowed. We reserve the right to request the removal of items which were not included in the application submitted to the jury.

## **Booth Information**

We have booth space inside a large, multi-booth tent with overhead lighting provided or outside on the grounds in which case, you supply your own tent. We cannot guarantee that you will receive your first choice, so please indicate 1st and 2nd choice. *Booth space is assigned on a first paid/first allotted basis.*

|  |                    |
|--|--------------------|
| Inside large tent (10'x10')              | \$395              |
| Outside space-you provide tent (10'x10') | \$360              |
| Corner space in or outside               | \$75 (additional)  |
| Electricity (inside only)                | \$125 (additional) |
| Memphis/Shelby County Vendor fee         | \$8 (required)     |

## Booth Particulars

- 10' X 10' space
- Storage space behind booth
- Limited number of double & corner booths available; assignment based on first paid/first allotted basis.
- Drive-up unloading, off-site parking
- Number of booths: 250 +
- Exhibitors must provide their own booth structures, which should be flexible to accommodate trees and irregularities in the park's terrain and must be properly anchored.

## Regarding Collaborating Artist

If you are submitting an application as a collaborating artist/partner, you must submit the name(s) with the application. Here is how to submit your application as a collaborating artist – Go to “My Profile” first. Enter one of the two collaborating artists as the primary contact in the profile form. After completing the information requested, there is a section at the bottom of the profile page to enter the collaborating artist name(s). This information is carried over to the application for purposes of identifying a collaborative effort. You may not add a partner after the jury. If you have any questions, please call the Pink Palace Crafts Fair office before submitting your application.

## Electricity

A limited number of booths located in the big tent will have electricity available and will be given on a first come first serve basis. There is an additional charge for electrical services. Booths that are not able to have electricity may only be electrified with exhibitor-supplied batteries (no generators allowed).

## Accommodations

There are numerous hotels/motels in the area; however they fill up quickly. We strongly recommend that you book a room when you apply. Check our website at [www.memphismuseums.org](http://www.memphismuseums.org) under Pink Palace Crafts Fair for a listing of accommodations.

## Artist Check-In and Set-Up

Wednesday, October 12 – 11:00 – 5PM

Thursday, October 13 – 11:00 – 7PM

## 2016 Pink Palace Crafts Fair

### General Policies

- Craftsmen or a representative directly involved in design and production must be present for the complete duration of the Fair to sell and meet the public. **Sales representatives are not permitted.** Having customers meet the Craftsmen is a feature of the Crafts Fair and is advertised to the public. **Booths must be set up on time; opening late or closing early is not allowed.** Exhibitors must bring enough stock for the entire show. All participants must be 18 or older to enter.
- All cancellations must be in writing (mailed to the address given). Those accepted for the Fair may withdraw from the Fair any time before August 1. A nonrefundable \$100.00 processing fee will be charged. From August 1 to September 1, a dropout fee of one half the booth fee will be charged. After September 1, there will be no refund.
- A \$25.00 fee will be charged for returned checks. This may be cause for withdrawal of acceptance.

- Craftsmen may check in and set up on Wednesday, prior to the opening of the Fair, between 11:00 AM and 5:00 PM. The grounds will close at 6:00 PM. Craftsmen may check in and set up on Thursday, prior to the opening of the Fair, between 11:00 AM and 7:00 PM. The grounds will close at 8:00 PM.
- All booths must be show-ready by 8:00 PM on Thursday, prior to the opening of the Fair. In case of an emergency, you may make special arrangement by contacting the Craftsman Chairman.
- You are required by law to pay Tennessee State Sales Tax. A tax representative will register all participants on Friday. You are required to go to the Tax Representative whose location will be provided upon check-in. It is your responsibility to understand the Tennessee state sales tax laws and to pay the sales tax where applicable. The tax rate is 9.25 percent.
- In the event of theft, vandalism, damage and/or loss of property, neither the Pink Palace Museum nor the Friends of the Pink Palace or their volunteers will be held liable. Insurance is the artist's responsibility. A qualified guard service will be on the grounds at all times from 3:00 PM Wednesday through 8:00 PM Sunday.
- No one will be allowed on the grounds before 7:00 AM Friday and 8:00 AM Saturday – Sunday, and one hour after the gates close each day.
- No vehicles or trailers will be permitted on the grounds after 9:30 AM each day of the Fair. The Park grounds are City property; our volunteer group is held responsible for damages. **NO VEHICLES WILL BE ALLOWED ON THE GROUNDS OR UNPAVED PARKING LOT DURING INCLEMENT WEATHER.** You will be advised when the Inclement Weather Rules apply, in which event we will make every effort to assist participants in setting up and vacating the area. We need your continued cooperation concerning this matter.
- **Do not take down, cut, lower, climb on, over or alter the perimeter fencing in any way. It is there to provide protection and crowd control. Anyone violating this policy will be subject to censor by the Crafts Fair Board.**
- All booth spaces are designated widths and lengths. All products and supplies must stay within this booth space. (No exceptions) No boxes, storage containers, or displays are allowed beside, or in front of your booth space at any time. You are provided with 2 feet of storage space behind your booth.
- Booth locations are marked on the ground. The markings on the ground represent the corners of your booth/vendor space. It is important that these boundaries be observed when placing your tent/trailer to respect neighbors' rental space and to ensure proper aisle widths. Awning or extensions on tents must be free of any and all hanging display items.
- All vendors must display their identification sign, furnished by the Crafts Fair, on the front left corner of their booth.
- The Fair site is owned and operated by the City of Memphis Park Commission and is governed by its ordinances.
  - No pets are allowed on the grounds.
  - Craftsmen/Vendors may not bring alcoholic beverages.
  - Craftsmen/Vendors are not allowed to camp on the grounds or in the parking lot.

- Nametags and parking passes will be furnished upon check in.
  - Nametags must be worn at all times during the Fair and are needed to enter the grounds.
  - Parking Passes must be displayed in the drivers' side windshield to enter the parking areas.
  - There are two secured entrances open before, during and after the Fair each day.
  - One parking pass per booth will be issued.
- We would like to emphasize that our Fair is a family-oriented show. We reserve the right to request the removal of any item that we consider inappropriate.
- All merchandise ordered by customers is the responsibility of the craftsman. Each craftsman agrees to indemnify and hold the Friends of the Pink Palace, the Pink Palace Crafts Fair, and the Pink Palace Museum and volunteers harmless in regard to any liability arising out of the delay or failure of the craftsman to deliver merchandise ordered at the Pink Palace Crafts Fair.

Those exhibitors/concessionaires who do not comply with ALL of the above policies and the individual policies specific to their area, are subject to not being able to participate in future fairs. The Friends of the Pink Palace Museum is a support group for the Museum. These volunteers give their time and energy to ensure the best Crafts Fair possible. We welcome your constructive criticism, and we appreciate your cooperation and patience during the Fair.

As a condition of my participating in the Pink Palace Crafts Fair, I agree to bear all risk and expense and to hold harmless and indemnify the Pink Palace Crafts Fair for any loss, theft, or damage to my artwork or other personal property, or injury to my person, regardless of cause. I agree that each item displayed will be my unique and original artwork, and to abide by all the rules and regulations set.