

# ILLINOIS RIVER ARTS & CRAFTS FESTIVAL — GUIDELINES

The Illinois River Arts & Crafts Festival will be held on November 12-13-14, 2010, in the University Center Ballroom at Northeastern State University.

Booth Spaces will be 10x10. The full booth will be set with one or two tables and two chairs (if needed). Other display equipment (pegboards, easels, special lighting, etc.) must be furnished by the exhibitor. Booths may be shared by more than one exhibitor. Each individual involved in a shared booth will be responsible for adhering to the following guidelines of the show.

## ACCEPTANCE TO FESTIVAL

The University Center Arts & Crafts Committee will accept exhibitors to the festival based on the quality and originality of their work. It will be a priority to have a wide variety of arts and crafts on display. Please fill out the attached application and return to the proper address.

It is important to describe, in detail, your art or craft. Please send a photo or sample along with your application. No application will be considered without a sample or photo. These will be returned to you during the show or along with your letter of acceptance or denial.

Only original art and handcrafted items may be sold. All items displayed must be original creations. No resale merchandise will be allowed.

Each exhibitor must check in with the Festival Director, Debbie Bond, prior to setting up their exhibit. All materials should be left outside of the University Center until the exhibitor has checked in and located his/her booth.

## SETUP

Important.. all exhibitors should be completely set up and ready to sell their merchandise by 9:00 a.m. on Friday. If you are going to be late, please notify the festival director or your booth space will not be held past 8:00 a.m.

Also, racks, pegboards, or other display equipment must not be higher than 7 ft and must not present a hazard to the University Center facilities or to persons attending the festival. Exhibitors' carts must be stacked out of sight or removed from the exhibit area.

Exhibitors shall conduct themselves in a businesslike manner and shall refrain from any unpleasant conduct. They will be held responsible for any damages resulting from their actions or equipment. Exhibitors should not leave booths unattended.

## CONDUCT

Exhibitors are expected to keep their exhibits set up until the show closes at 5:00 p.m. on Sunday. It is important to the appearance and quality of the festival that the booths not be torn down early. It is also common courtesy to our patrons to adhere to the advertised festival hours. If you tear down your exhibit before 5:00 p.m. Sunday, your application will not be considered for acceptance in our future festivals. Your cooperation in this matter will be sincerely appreciated.

## HOURS

### SETUP:

Thursday, November 11th 5:00 p.m. to 9:00 p.m.

Friday, November 12th 7:00 a.m. to 9:00 a.m.

### SHOWTIME:

Friday, November 12th 10:00 a.m. to 6:00 p.m.

Saturday, November 13th 9:00 a.m. to 6:00 p.m.

Sunday, November 14th 11:00 a.m. to 5:00 p.m.

## ENTRY DEADLINE

Exhibitors may cancel and obtain a refund of their fees, less a \$5.00 service charge, provided the University Center receives notice of the cancellation no later than 5:00 p.m. on October 29, 2010. No application will be considered after October 29th, 2010.

## MANAGEMENT

The University Center at Northeastern State University will be managing the show. If you have any problems or questions, please contact Debbie Bond or Karen Ross. For additional information, call Debbie at (918) 444-2530.



**NORTHEASTERN**  
STATE UNIVERSITY

# ILLINOIS RIVER ARTS & CRAFTS FESTIVAL — APPLICATION FORM

BUSINESS NAME

WEBSITE URL

NAME

ADDRESS

PHONE

CITY

STATE

ZIP

Please describe your art or craft in detail. Do not bring items that are not listed on this application. If necessary, you will be asked to remove unlisted items from your booth.

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**\$75.00 per full booth space, 10x10**

**NO COMMISSION CHARGE**

NO. OF TABLES NEEDED (MAX 2) \_\_\_\_\_

DO YOU NEED AN ELECTRICAL OUTLET? \_\_\_\_\_

DO YOU NEED A WINDOW SPACE? \_\_\_\_\_

*(Both electrical outlets and window spaces are limited;  
please request them only if absolutely necessary for your display)*

MAKE CHECK PAYABLE TO **NSU**

MAIL APPLICATION, CHECK, AND PHOTOS TO:

**Arts and Crafts Festival  
NSU-University Center  
601 N. Grand Ave.  
Tahlequah, OK 74464**

AMOUNT ENCLOSED \$ \_\_\_\_\_

This application is made by the undersigned to the University Center at Northeastern State University to participate as an exhibitor in the Illinois River Arts & Crafts Festival which will be held November 12-13-14, 2010. **Northeastern State University will not be held responsible for any damages, or liabilities resulting from the participation in this festival.**

APPLICANT SIGNATURE

DATE



**ENTRY DEADLINE: OCTOBER 29<sup>TH</sup>, 2010**