

2012 Savannah Riverfront Arts & Crafts Exhibitor Application/Contract



APPLICATION GUIDELINES

1. The application must be completed in full and signed. Your signature indicates that you have read the rules and that you agree to abide by them. **Please READ thoroughly as changes have been made.**
2. Your fee for booth space must accompany this application. We accept cash, checks and money orders. Payment will be deposited upon *acceptance into the show*; **Your application will not be considered unless accompanied by payment.**
3. Applications must be received **no later than 5pm on the 10th of the month prior to the event unless otherwise indicated.** All applications received later than this *will not be considered.* Please use a separate application form & payment for each event. Incorrect or incomplete applications will not be juried. **To receive your confirmation and booth assignment, a Self-addressed, Stamped Envelope must be enclosed.**
4. We will try to accommodate your requests for space assignments, but we cannot guarantee that you will receive a specific booth space.
5. Exhibitor agrees to hold the Savannah Riverfront | Savannah Waterfront Association, its employees and volunteers, all merchants owning or leasing space in the plaza area, their agents and employees free from and against any suits, proceeding actions and causes or actions of any and every kind and nature arising or growing out of in any way connected with exhibitor's use of occupancy of the plaza, regardless of fault, negligence, or lack thereof, of any responsibility for theft, damage, or injury to exhibitor's property or person. **You exhibit at your own risk.**
6. An accepted application is a commitment to show and NO refund will be made for cancellations after the show application deadline. **NO EXCEPTIONS.**
7. **APPLICATION DEADLINE: 5PM ON THE 10TH OF THE MONTH PRIOR TO THE EVENT.**

EXHIBITOR INFORMATION

DATE and/or FESTIVAL Applying for _____
 NAME _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Cell _____ E-mail _____
 SPECIFIC DESCRIPTION of Art or Craft Work _____

REMARKS _____

I plan to demonstrate my work during the festival. Yes _____ No _____
 Average Price Range: \$ _____ to \$ _____

Complete application must include:

- Completed and signed application/contract
- Cash, Check or Money Order for application fee made payable to: Savannah Riverfront
- Photographs of your raw materials, your works in progress, your final product and your 10X10 display
- Please include the Business-sized, Self-Addressed, Stamped Envelope required for return of notification and parking pass, No Envelope = No Notification and/or No Parking Pass
- Complete Application Packet must be mailed or hand-delivered to:
Savannah Riverfront, 404 East Bay Street, Savannah, GA 31401.

I have read the Application Guidelines & Admission Requirements and agree to them as stated.

Date: _____ Signature: _____

Application Received _____ Jury Decision _____
 Check Amount/No. _____ Space Assigned _____

SAVANNAH RIVERFRONT 2012 ARTS & CRAFTS FESTIVAL EXHIBITOR INFORMATION/GUIDELINES
PLEASE REVIEW THOROUGHLY.

- One-day Festival hours are 9am – 6pm or 7pm during Daylight Savings Time; please refer to calendar below. Set up time is 6:30am – 9am the day of the show. All exhibitors must be set up and ready to open at 9am and sales must end promptly show’s end. During 2 and 3-day festivals, exhibitors located in Plaza 4 (near the stage) and Plaza 3 (East of Hyatt) are required to stay until 8pm on Friday & Saturday nights, but are encouraged to remain open until 10pm or later as entertainment will continue; shows close at 6pm on Sundays unless otherwise noted in acceptance letter.
- Vehicles are not allowed on the plaza. You may unload on the building side of River Street and carry your items across the street to your booth space; the use of a dolly is suggested to assist those with heavier load-ins. City parking lots are available along River Street for your use with the parking pass provided. Remember parking is limited and not guaranteed. Only one (1) parking pass per exhibitor is allowed for vehicle or trailer, not both. You must make arrangements for any additional vehicle(s); there is ample metered parking and in Public Garages within walking distance of the festival.
- The River Street streetcar (*dottie*) is now running and has proven to be an asset to the visitor experience. Measures by the City of Savannah, however, must be taken to provide safe passage along River Street. Vehicles parked along River Street after 9 a.m. ***will be towed*** by the city; load-out times will be provided for each event; your vehicle ***will be towed*** by the city if you do not properly display your parking pass during allotted hours or you park outside the allotted times. If your vehicle is towed, all fees and costs incurred will be at your expense.
- Day-laborers are oft available to assist with load-in and load-out; we suggest you negotiate any financial transactions prior to enlisting assistance. Although a convenience, this is not a service provided by the SR, nor is SR responsible for any loss or damage. Please report any concerns on site immediately to the officer on duty.
- **Booth space is 10’ x 10’.** Extending your space is prohibited. If you need more room, you must rent another space. Your space extends 10’ from the rail (if you are on the “river” side) or 10’ from the brick planters (if you are on the street side). If there is a bench in your space, that bench is included in your 10’ x 10’ space - you may not come out from the bench. **There should be no room between the back of your display and the rail/brick planter.** It can become windy on the riverfront - tents should be weighed down and properly secured.
- If your tent has a bottom-rear stabilizer bar you must situate your tent as close as possible to the rails, planters, etc. SR staff will be on-site to advise tent placement.
- Exhibitors must provide booth, tables and entire display. Please present a professional appearance when setting up your booth. Tables must be skirted to the ground preferably with a fabric tablecloth, and storage boxes kept out of sight. No Sale or Discount signs are permitted. ***Electricity*** is included in all exhibitor fees, but is limited to one 110 outlet. Please bring ample electric cord for power.
- Please be present at all times during exhibit hours. Only one exhibitor and accepted media is allowed per rented space. Relocating your booth is strictly prohibited.
- This is an outdoor event. Please come prepared for all weather situations. NO REFUNDS will be given due to the weather conditions. Self contained (propane or battery powered) heaters are welcome; ***electric heaters are not allowed due the excessive amperage drawn, thereby overloading the breakers.***
- The Savannah Riverfront is responsible for security, advertising, promotion, plaza rental, electricity, electrician, activities, and entertainment.

<u>Dates</u>	<u>Time</u>	<u>Festival</u>	<u>Fee</u>
March 3	9a-6p	First Saturday on the River	\$105
April 7	9a-7p	First Saturday on the River	\$105
April 20-22	9a-8p	Fine Arts on the River/Legends of Golf Zapplication – Search by Festival Name	\$295
May 4-6	10a-6p	Savannah Tall Ships Challenge® Zapplication – Search by Festival Name	\$320/\$375
May 25-27	9a-8a	Armed Forces Festival (Benefiting Georgia National Guard)	\$295
June 2	9a-7p	First Saturday on the River	\$105
July 7-8	9a-8p	Great American Weekend <i>(9a-7p on Sun)</i>	\$205
August 4	9a-7p	First Saturday on the River	\$105
September 1-2	9a-8p	River Street Labor Day Celebration <i>(9a-7p on Sun)</i>	\$205
October 5-7	9a-8p	Oktoberfest on the River <i>(9a-6p on Sun)</i>	\$295
November 3	9a-6p	First Saturday on the River	\$105
December 1	9a-8p	Christmas on the River & Lighted Parade	\$105

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PLEASE REVIEW THOROUGHLY.

1. Photographs (no slides) are required with your initial application each year. **New photographs must be submitted with the first application of each year.** Photographs must be a clear and accurate representation of the size, style and quality of work to be exhibited with a description on the back or accompanying attachment. Photographs will not be returned. **Exhibitors must submit a minimum of the following:**
 - Photograph(s) of Raw Materials
 - Photograph(s) of work in progress (50% completed work)
 - Photograph(s) representative of completed work(s)
 - Photograph of the front of the booth display
2. All items displayed for sale must be original work. *Work must be done by exhibitor only and not by employees or staff.* This means no mass production crafts, cottage industry, kits or handcrafted imports are accepted. All clothing must be individually submitted for approval, including items embellished, altered or decorated. All work must comply with Savannah City Ordinance 4-5067(1). If **you** did not make it, please do not bring it. This is an arts & crafts show – no Buy/Sell items allowed. **Exhibitors must make all items and be present at the show. No representatives or agents allowed.**
3. No food items, T-shirts, incense, oils or sprays will be accepted per Savannah City Ordinance 4-5067(1).
4. Exhibitors may only sell work that is represented in the submitted photographs. Anyone that displays work not described on the application or represented in the photographs will be asked to remove these items. **Do not display items without prior approval.**
5. The Savannah Riverfront Jurors and staff will check booths periodically throughout the festival for compliance with admission requirements as set forth in this application. If the Savannah Riverfront determines that you are not in compliance, you will be first warned and then asked to leave if you do not make corrections. Your entry fee will not be refunded.
6. **The Savannah Riverfront Jury will have the sole decision on acceptability of work(s) and compliance.** Acceptance into one show **does not guarantee** acceptance into future shows. Acceptance is based on several factors including, but not limited to, originality and quality of work(s) and balance of media in each show. The decisions of the Jury and staff are final.
7. The Savannah Riverfront reserves the right to limit the number of exhibitors in any given media to maintain a quality selection for the festival.
8. Non-compliance with any show guidelines will most likely eliminate an exhibitor from future shows.
9. All applications and fees must be received by 5pm on the 10th of the month prior to the event – no exceptions! The show will be juried following the deadline.
10. Sales tax is the responsibility of the exhibitor; Georgia Department of Revenue forms are provided by Savannah Riverfront.
11. There will be a \$35.00 surcharge added to any checks returned for insufficient funds; this fee (along with face value of check) must be received two weeks prior to show opening and must be in the form of Cash or Official Bank Check. Failure to do so in a timely manner will result in exhibitor being rejected from this and all future shows.
12. **Fine Arts on the River** and **Savannah Tall Ships Challenge®** applications require *a separate application form and submission process.* The application is available on-line, via Zapplication. Submission deadline is February 6, 2012. **www.zapplication.org**
13. **Inclement Weather Policy:** All River Street Festivals are considered Rain or Shine events. Extenuating extreme circumstances such as a Hurricane may cause the Savannah Riverfront to cancel a show. Exhibitors will be notified as soon as possible by the Savannah Riverfront; exhibitors shall not otherwise assume show cancellation or changes. Exhibitor contact information should be complete in order for timely notification.

For more than 30 years, the Savannah Riverfront, a non profit 501(c)(3) has proudly hosted the River Street Festival Series held March through December on the historic riverfront in Savannah, Georgia. The Savannah Riverfront extends its sincere gratitude to our leading team of sponsors, exhibitors, attendees and members; these highly successful events are made possible by this community of partners.

The mission of the Savannah Riverfront is to promote, preserve and enhance the historic character and productive use of the Savannah riverfront community for all to enjoy.



presenting sponsors

