

47th annual Coupeville Arts and Crafts Festival Artisan Guidelines

Artisan Critical Dates – mark your calendar

Online Applications Open	February 1 st
Application Deadline	April 1 st
Jury process complete	April 30 th
Notifications sent via e-mail	May 1 st
Request written cancellation (e-mail o.k.) deadline (no refunds after this date)	June 15 th
Certificate of Liability Insurance deadline (have your insurance carrier send this for you via e-mail or US Mail)	July 1 st
Booth number and check-in time notification – sent to your e-mail address	August 1st

Booth Fees

Booth Fees are set by Coupeville Festival Association Board of Directors

Please check **Single or Double** box **and** the day you want to check-in on your application.

- Single Booth (10ft x 10ft)**
- Saturday check-in** **\$105**
- Friday check-in** **Add \$5.00 (total \$110)**

- Double Booth (10ft x 20ft)**
- Saturday check-in** **\$235**
- Friday check-in** **Add \$10 (total \$245)**

Note: Booth locations on Front Street CANNOT check-in Friday night due to Coupeville Town regulations

Friday night check-in booth requests prioritized in the order the complete application is received.

**** New this year – Artisans may pay with Visa or MasterCard through online application. (Sorry, AMEX and Discover not accepted)**

Exhibitors must handcraft all Articles for sale. Exhibitors determined to be selling non-handcrafted items will be asked to remove those items or leave the festival.

- a. No agents or consignees
- b. Booth numbers are to be prominently displayed

- c. Exhibitors will provide their own booth construction (i.e. tent, display tables and other equipment). Exhibitors will also be prepared for the possibility of rapidly changing weather conditions such as wind, rain or bright sun.

How to Apply

Online application is preferred. Note: In future years online application will be the only way to apply. Applications can be accepted by US mail this year with a postmark no later than April 1st. If you wish to apply by US Mail, you can download the application [HERE](#) ***add link to .pdf version of application form***.

Photos

3 .jpg electronic photo files are required with your online application. Photos may be used to promote the Coupeville Festival. All submitted materials become the property of CFA (Coupeville Festival Association). They will not be returned. Horizontal images are recommended. It is best to show single items rather than groups of items.

Insurance – A Certificate of General Liability Insurance is REQUIRED. Ask your insurance provider to e-mail your Certificate of General Liability Insurance to info@coupevilleartsandcraftsfestival.org. Deadline for submission is June 15, 2010.

The Certificate of General Liability Insurance must cover \$100,000 minimum, naming the Coupeville Festival Association as Certificate Holder for the dates of August 14th and 15th 2010. Certificates should be E-mailed or mailed to arrive no later than June 15, 2010. (Artisans checking in on Friday night, August 13th, must include that day on their insurance.) If you have questions about the insurance requirement, please contact your insurance provider. A document with potential insurance providers is available on this website at <http://www.coupevilleartsandcraftsfestival.org/pdf/Insurance%20Information%20for%20Vendors.pdf>

Notifications

- Notification of acceptance or non-acceptance will come to you via e-mail on May 1, 2010, at the e-mail address on your application.
- Notification of your booth location and check-in time will come to you via e-mail on August 1st, 2010 at the e-mail address on your application.
- Friday night check-in folks will receive a specific time to check-in (included in the booth location and check-in time e-mail message).
- You will receive a check-in packet when you arrive that includes your parking pass, tally sheet and other items you will want on festival weekend.

Cancellation Policy

Cancellation requests must be in writing prior to June 15, 2010, (e-mail to info@coupevilleartsandcraftsfestival.org is accepted). A refund of the application fee can be received up to June 15, 2010. No refunds after the June 15th cut-off date.

“No Shows” who do not notify the CFA by phone or e-mail prior to opening day will not be considered for future applications. In case of emergency, call the festival office at 360-678-5116 and leave a detailed voicemail message with your name and business name.

Booth Requirements

Accepted artists/vendors must have their booth open and in operation during the festival hours of 10 AM – 6PM Saturday and 10 AM – 5PM Sunday. NO booths may be taken down prior to 5PM on Sunday. If a real emergency arises on festival weekend, contact the Artisan Booth Committee Chair, Information Booth, a CFA Board member or Security personnel on the festival grounds. A mutually beneficial arrangement can be negotiated.

Check-in/Set-up

- a. **Friday check-in**: Prior to festival weekend, you will receive a designated check-in time between the hours of 5:30 PM – 8:00 PM.
- b. **Saturday check-in**: All Saturday check-ins can begin at 6:00 AM and must have vehicles off the street by 9:00 AM.
- c. Parking permits are issued at Check-in. Display Parking Permits on the dashboard of your vehicle.

Security

24 hour security is provided by the Coupeville Town Marshall’s office during festival weekend. *****However, please remember that your booth and your belongings remain your responsibility***** The Coupeville Festival Association is not responsible for : (a) claims for any damage to or loss of artwork and/or crafts incurred while exhibiting at the Coupeville Arts and Crafts Festival, (b) claims for product liability or (c) claims for injury.

General Information

- **Sidewalks in downtown Coupeville must be kept clear as required by Coupeville Town Ordinance.**
- CFA will not accept responsibility for any lost, stolen, damaged or vandalized articles or vehicles.
- Electrical connections for vendor booths are NOT available.
- Keeping pets in booth/exhibit area is a public safety issue. Please make arrangements to provide comfortable accommodations for your pets away from the festival streets.
- Sale of food or drinks is limited to registered food booths only.
- Volunteer booth sitters are available for short periods of time. Sign up at the Information Booth to request a designated time.
- With respect for Coupeville downtown businesses, vendors and customers alike are asked to be cognizant of the Washington State smoking law “RCW 70.160.075 - Smoking prohibited within twenty-five feet of public places or places of employment”. Complete content of this Washington State law is located at <http://apps.leg.wa.gov/RCW/default.aspx?cite=70.160.075>.

Tally Sheets

Tally sheets are issued at check-in. The CFA commission is 15% of gross sales payable at check-out on Sunday, PRIOR to packing your merchandise and booth.

Vendor Breakfast

On Sunday morning, between 8:00 and 9:30 AM, the Coupeville Festival Association hosts a continental breakfast for all on site vendors. This is a fun social event where vendors and festival staff can visit and win prizes.

Check-out

Check-out begins at 5:05 PM Sunday, inside the Coupeville Recreation Hall * Juried Art Gallery *at the corner of Alexander and Coveland Streets. Bring completed Tally Sheet with check or cash (US funds) in the amount of 15% of gross sales. Check-out CARD must be shown to Festival Street Monitors prior to loading your booth and contents. All booths and contents must be off Coupeville City Streets no later than 8:00 PM Sunday.