



Parks and Recreation

# 2024 CRAFT SHOWS EXHIBITOR GUIDELINES

Applications Due March 14, 2024



# Two of the most popular art & craft shows in the greater Metropolitan Washington, D.C. area!

## Fall Festival



### 48th Annual Fall Festival

October 12, 2024

10 AM - 5 PM

Historic Downtown Fairfax

\*After Fest Concert 5:30-8:30 PM

#### Highlights

- Fall Festival, a one-day outdoor event, includes over 400 vendors and has a public attendance of 25,000+ shoppers
- Juried event - showcasing only the very best artisans.
- Event is free to the public
- Online registration for crafter's convenience
- Event webpage provides up-to-date information with a listing of vendors
- Additional event advertising includes oversize signage at the city highway entrances, ads on the back of public transportation buses, in local and national newspapers, cables television, local radio stations and social media

## Holiday Craft Show



### 38th Annual Holiday Craft Show

November 16, 2024 10 AM- 5 PM

November 17, 2024 10 AM - 3 PM

Fairfax High School

3501 Lion Run, Fairfax, VA 22030

#### Highlights

- Holiday Craft Show is a two-day indoor event - includes over 200 vendors and attracts 5,000 holiday shoppers.
- Juried event - showcasing only the very best artisans
- Online registration for crafter's convenience
- Event webpage provides up-to-date information with a listing of vendors
- Additional event advertising includes oversize signage at the city highway entrances, ads on the back of public transportation buses, in local and national newspapers, cables television, local radio stations and social media
- Vendor lunch delivery

Visit us online at our official website [www.FairfaxVA.gov/SpecialEvents](http://www.FairfaxVA.gov/SpecialEvents)

To participate, you must complete an application and pay the application fee. Please only include the application fee at this time, not the booth fee. Once your application and application fee have been processed, you will receive a receipt via email from the City as confirmation.

The jurying process begins in April and notification of status will be emailed by late May. Any applications received after the deadline will be wait-listed, if all application criteria are met. Visit our website for answers to frequently asked questions: [www.fairfaxva.gov](http://www.fairfaxva.gov)

## Application Procedures & Timeline

### Two Ways to Apply:

#### 1. Paper Application: For Craft and Gourmet Food Vendors

- After reading through this brochure, complete the enclosed. Be sure to include a minimum of five (5) color photographs (no Polaroids) with images of your work and one (1) image of your booth display (booth display photograph required) or a mock-up of your booth display (for first time vendors). **Photos are required for new and returning vendors.** Photographs will not be returned. These items along with the application and application fee of \$15 per show, are necessary before our panel of judges will consider you for acceptance. Applications received after the deadline will be wait-listed if all application criteria are met. Application fees may be made by check, cashier's check, money order or by Visa, MasterCard, Discover or American Express.
- Applications will be juried in April by our panel of judges. Notification of acceptance in the shows will be sent in late May. The booth fee will be required within 30 days after notification of your acceptance into show.

#### 2. Online Application - For Craft Vendors ONLY

- After reading through this brochure, go to the Juried Art Services website [www.juriedartservices.com](http://www.juriedartservices.com). Once on the site, click the "Register Now" button.
- Complete the 3 easy steps of membership registration.
- Create a portfolio, upload images of your artwork and apply to our event(s).

**NOTE:** Images must be between 1400 and 2000 pixels. Why you ask? The JAS site states "This pixel size is to accommodate the show's need to have 'print-ready' images for their show catalogs, etc. The JAS system also accepts 1920 x 1920. It is important to remember you are not limited to the orientation of your images: they can be square, wide (landscape), or tall (portrait). Your images should reflect the best portrayal of your work.

- If you have previously set-up a portfolio with Juried Art Services, you do not need to set up a new one in order to apply. Simply create a "NEW APPLCIATION" within the existing portfolio.
- Applications will be juried in April by our panel of judges. Notification as to acceptance in the shows will be sent in late May. The booth fee will be required within 30 days after notification of your acceptance.

## Jury Process

- Jury selection criteria are based on quality, originality, uniqueness and popularity of the current time.
- Photographs must be of good quality and provide current close-up shots.
- All images must be labeled with vendor name if submitting a paper application.
- Polaroids are not acceptable.
- Only crafts in the categories juried may be sold at the show.
- Images should accurately represent the work that will be sold/displayed. v

## Accepted Categories

Apparel, Baskets, Brewery/Winemaking\*, Business Expo\*, Children's Activities, Digital Art, Dolls/Accessories, Fabric/Needlework, Floral, Gourmet Food, Glass, Information\*, Jewelry, Miscellaneous, Multi-Media, Paintings/Drawings. Personal Care/Home Fragrance, Photography, Pottery/Clay/ Ceramics, Soft-Sculpture, and Wood.

\*Fall Festival Only

### NOTE:

- 'Gourmet Food' consists of bake sale items, herbs, dressings, dips, honey, nuts, etc. and requires a submitted proposal from the vendors.
- 'Miscellaneous' are products that do not fit into other categories. 'Multi-Media' are products that are a combination of categories – two or more (jewelry not included).
- 'Jewelry' consists of ANY type of jewelry made from any medium. If any type of jewelry is sold it falls under the jewelry category.

## Eligibility Requirements

All work must be original, handcrafted art and craft items produced by the vendor (United States-based artists only) and must be representative of items juried. Parks and Recreation reserves the right to request an inventory of items to be sold by vendors and to disallow any entry based on the guidelines and decisions of the Selection Committee. Requirements for food or gourmet food is dependent upon the application submitted.

The following exhibits are NOT allowed in the shows:

- IMPORTED MERCHANDISE
- Copyright and/or trademark images, names and products may not be sold unless vendor has written permission "To Sell" by holder of copyright or trademark. Examples are 'Disney', 'Warner Bros', 'Precious Moments', professional and college sports teams, etc.
- Kits & commercially manufactured merchandise
- Affiliates of companies (Holiday Craft Show only)
- Buy/Sell items
- Novelty sale items including inflatable toys.

## Logistical Information

- Canopies, tables or chairs will not be provided. It is highly recommended, though not required, that vendors bring canopies to the Fall Festival. Vendors must provide tie-downs, weights (such as sandbags), and any other sturdy equipment necessary to stabilize canopies, displays and artwork. No electricity is provided for Fall Festival.
- Electricity is available for the Holiday Show (designated areas only).
- Vendors who participated in shows the previous year can request the same space location for the upcoming year. We will try to accommodate but cannot guarantee assignment of the same space.
- Photographs taken by staff of a vendor's display may be used in future programs or advertisements.

## Exhibitor Rules

- Only work in the style and medium stated on the application may be exhibited.
- Vendors:
  - are required to conduct all activities within their contracted space.
  - may not switch, sublet or apportion spaces to other vendors or be affiliates of companies.
  - must keep booth open during the ENTIRE event.
  - are prohibited from using amplifying devices.
  - may not use generators (exception for food vendors- must follow city fire code regulations).
- Failure to comply with regulations will result in the removal of a vendor's work and the vendor will be prohibited from future participation in Fairfax City craft shows.
- If you are a city resident and your business is located in Fairfax City, you must have a current business license. Contact the Commissioner of Revenue's Office at (703) 385-7880.

## Exhibitor Set-up and Take-down

Set-up is scheduled to take place the morning of the events. Detailed times will be provided upon notification of acceptance. For the Fall Festival, vehicles will be able to drive up to the vendor space location. For the Holiday Craft Show, dollies are highly encouraged to transport items from vehicles to inside the school. Each exhibitor is responsible for their set-up or take-down as staff is not authorized to assist. Canopies, tables and chairs will not be provided. Set-up the day before is not allowed for either events. For the Holiday Craft Show, canopy frames are allowed without a top cover.

## Exhibitor Insurance

It is strongly recommended that vendors carry their own insurance policy to cover their actions. The City is not responsible for loss or damage to exhibitors or vendors.

**NOTE:** By applying to exhibit at the Fall Festival and/or Holiday Crafts Show, all exhibitors and their personnel waive any claims against, and agree to hold harmless, the City of Fairfax, the Parks and Recreation Department, their employees and volunteers, from any and all liability for damages or injury incurred during participation in the Fall Festival and/or Holiday Craft Show.

## State, County & City Regulations

Vendors must comply with:

- State of Virginia Tax Laws - (804) 367-8037 or [www.tax.virginia.gov/laws-rules-decisions](http://www.tax.virginia.gov/laws-rules-decisions)
- Fairfax County Health Department - (703) 246-2444 or [www.fairfaxcounty.gov/hd/food](http://www.fairfaxcounty.gov/hd/food)
- City of Fairfax Fire Marshal requirements- (703) 385-7830

## Exhibitor Cancellation

In the event of a cancellation by a vendor prior to August 9, 2024, a full refund of the participant fee paid will be made to the vendor. After August 9, 2024, the Parks & Recreation Department will retain all paid fees.

**All Groups Below Are Fall Festival ONLY**  
(except for Gourmet Food)

## Service Clubs & Organizations

### Fairfax City Certified Nonprofits

Recognized Fairfax City nonprofit groups are eligible to participate (limited number of spaces available) with the following guidelines. Political groups are not civic organizations and therefore must pay full rates.

-Vendor Cost (non-food): 1 free vendor space

-Fall Festival Food Vendor: 1 free vendor space, all additional spaces will be at a fee of \$90.

### Non-Fairfax City Nonprofits

Certified nonprofit organizations located outside of the Fairfax City are eligible to participate at 50% of the cost of a vendor space fee.

## Fairfax City Businesses

Only businesses physically located with the immediate festival route will be assigned one (1) space, at no cost, an appropriate distance from their business. Businesses within the city but not located along the festival route are eligible to participate for a fee of \$250 and will be given a 10'x10' space. All businesses will be responsible for tables, chairs and canopy.

## Non-Fairfax City Business Expo

Non-Fairfax City businesses are eligible to participate for a fee of \$500 and will be given a 10'x10' space. Businesses will be responsible for tables, chairs and canopy.

## Consultant Business Expo Spaces

Business consultants (ex. Tupperware, Mary Kay, LuLaRoe) are invited to participate as a part of the Business Expo. No jewelry or handbag consultants allowed, other stipulations may apply to applicants. Limited spaces available. Cost of spaces will be \$250 for a 10'x10' space. Businesses will be responsible for their own tables, chairs and canopy.

## Gourmet Food Vendors (Fall Festival & Holiday Craft Show)

Gourmet Food Vendors consists of a bake sale items, herbs, dressings, dips, honey, chocolate, nuts, etc. Space for the Fall Festival will be 10'x10', however space at the Holiday Craft Show varies.

## Major and Minor Food Vendors

All major and minor Food Vendors for Fall Festival will now apply separately using the **Food Vendor Application**, which can be found at [www.fairfaxva.gov/specialevents](http://www.fairfaxva.gov/specialevents) under the 'Vendor Info & Applications' tab.

## Fees

**Application Fee: \$15 per Show (\$30 if applying to both shows)**

### Fall Festival – per space (all spaces are 10'x 10')

\$170 - Crafter

\$170 - Gourmet Food Vendor

\$250 - Major Food Vendor (separate application)

\$150 - Minor Food Vendor (separate application)

\$250 - Fairfax City Business Expo

\$500 - Non-Fairfax City Business Expo

\$250 - Consultant Business Expo

\$90 - Non-Fairfax City Certified Non-Profit Organization  
(Each additional Space \$90)

\$0 - Fairfax City Certified Non-Profit Organization  
(Each additional Space \$90)

\$0 - Fairfax City Historic District Business

### Holiday Craft Show – per space

\$200 Hallway (10' x 6') - NO ELECTRICITY AVAILABLE

\$275 Gym (10' x 10') - ELECTRICITY AVAILABLE

\$250 Aux Gym (10' x 10') - NO ELECTRICITY AVAILABLE

\$250 Cafeteria (11' x 9') - ELECTRICITY AVAILABLE

## Fee Payment

**A.** If submitting a paper application, a minimum of 6 photographs must accompany your application. You may pay by check, Visa, MasterCard, Discover, American Express, cashier's check or money order. Do not send cash. Make checks payable to: "City of Fairfax". If accepted to a show and a credit card number was provided for payment of the application fee, the same credit card will be charged for payment of the booth fee. Credit cards will be charged immediately for the application fee of \$15 per show and the same card will be charged for the booth fee on acceptance date (May).

**B.** If submitting an online application, application fee(s) are payable through the Juried Art Services registration process via Visa, MasterCard, Discover & American Express. If accepted to the shows, the booth fee will be required within 30 days after notification of acceptance directly to Fairfax City.

Fairfax City Parks & Recreation  
Attn: Special Events  
10455 Armstrong Street, Suite 123  
Fairfax, VA 22030

**Application/Postmark Deadline: March 14, 2024.**  
**Applicants will be notified of jury results in late May.**

Visit our website for answers to frequently asked questions at  
[www.fairfaxva.gov](http://www.fairfaxva.gov)

Questions? Contact Special Events at  
[SpecialEvents@fairfaxva.gov](mailto:SpecialEvents@fairfaxva.gov)

# Fairfax City 2024 Craft Show Application Form

**APPLICATION DEADLINE: MARCH 14, 2024**

<b>OFFICE USE ONLY</b>		App. Fee Paid	Booth Fee Paid
REC# _____	<input type="checkbox"/> FF	<input type="checkbox"/> FF	<input type="checkbox"/> HCS
Date Received _____	<input type="checkbox"/> HCS	<input type="checkbox"/> Put in Access	<input type="checkbox"/> Indem

This form is to apply to one or both craft shows. Applications must be postmarked by March 14, 2024 to be considered. All applications received after the deadline will automatically be waitlisted, if all application criteria have been met. Photo submissions may be used for both shows. The application fee and photos (5-10 photos required, including one booth photo) must be attached to the fully completed application in order to be considered at all. Any application that fails to complete the required criteria will not be considered or put on the waitlist. Meeting the required application criteria DOES NOT guarantee admittance. Notification to pay the booth fee is dependent on acceptance- please DO NOT include the booth fee in your application. Thank you.

## Applicant Information

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_ Phone Number \_\_\_\_\_

**FALL FESTIVAL** ● October 12, 2024 ● *Rain or Shine*  
Downtown Fairfax - 10415 North St., Fairfax, VA

**HOLIDAY CRAFT SHOW** ● November 16 & 17, 2024  
Fairfax High School - 3501 Lion Run, Fairfax, VA

**All spaces are 10' x 10'**

**Crafter** - \$170

**Gourmet Food** - \$170

- No electricity available. No generators allowed.

**Fairfax City Historic District Business** - 1 Free Space

- Additional Space - \$90

**Fairfax City Certified Nonprofit** - 1 Free Space

- Additional Space - \$90

**Non-Fairfax City Certified Nonprofit** - \$90

- Additional Space - \$170

**City Business Expo** - \$250

**Non-City Business Expo** - \$500

**Direct Sales/Consultant Business Expo** - \$250

**Request a Space # (if available). Space # \_\_\_\_\_**

**NUMBER OF SPACES REQUESTED \_\_\_\_\_**



**Hallway** 10' x 6' - \$200

**Gym** 10' x 10' - \$275  
(Space has electricity)

**Aux Gym** 10' x 10' - \$250  
(Space has electricity)

**Cafeteria** 11' x 9' - \$250  
(Space has electricity)

**Gourmet Food**

**Request a Double Space (if available).**

**Request a Space # (if available). Space # \_\_\_\_\_**



Category Listing (Check One Only)			
Apparel	Children's Activities*	Gourmet Food	Painting/Drawing
Baskets	Digital Art	Glass	Personal Care/Home Fragrance
Brewery/Wine Making*	Dolls & Accessories	Information*	Photography
City Business Expo	Fabric/Needlework	Jewelry	Pottery/Clay/Ceramics
Non-City Business Expo	Floral	Miscellaneous	Soft-Sculpture
		Multi-Media	Wood
			<b>*Fall Festival Only</b>

### Description

This will be used by the selection committee while evaluating your overall application and photos. Please write clearly in the space provided below or submit an additional page/attach a description to each photo. **A booth photo is required**, or a mockup version is acceptable, for first time vendors. **All vendors must submit photos.** Photos will not be returned and any application without photos will not be considered.

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### Indemnification

I have read all regulations and information pertaining to participation in the Fall Festival and Holiday Craft Show. I hereby waive any claim against and agree to hold harmless Fairfax City and the Parks and Recreation Department, their employees, elected officials, officers, agents and volunteers, from any and all claims, actions, judgements, liability for damages, losses, costs, expenses, or injury incurred or arising out of my errors, acts, omissions, violations and noncompliance with the Customer Products Safety Act, the Consumer Product Safety Act, or any other mandatory legal standards or requirements my during participation in the Fall Festival or Holiday Craft Show. I agree to pay all judgements, fines, fees, costs, expenses, and reasonable attorneys' fees incurred by the City and the parties herein indemnified from such legal proceedings. This Agreement shall be governed by the laws of the Commonwealth of Virginia. For more information on event insurance, please contact us at [specialevents@fairfaxva.gov](mailto:specialevents@fairfaxva.gov).

Vendor has caused this Agreement to be duly executed as of the date first set fourth below:

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### APPLICATION FEE

\$15 per show (\$30 for both shows) must be enclosed in this application to be processed immediately. Do NOT send any booth fee payments at this time. Booth fees will be collected upon acceptance into the show(s).

**If accepted into either craft show, I authorize the use of my credit card (if supplied below) for payment of the booth fee(s).**

Please select the appropriate show(s)                      FALL FESTIVAL - \$15                      HOLIDAY CRAFT SHOW - \$15

VISA                      DISCOVER                      AMERICAN EXPRESS                      MASTERCARD

CREDIT CARD \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVC \_\_\_\_\_

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

<p align="center"><b>Check/Money Order</b></p> <p>Check/Money Order # _____</p> <p>Make checks payable to "City of Fairfax"</p>
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**Please confirm you have fully completed the following items listed below. Any application that fails to meet the requirements will not be processed or considered.**

- Fully completed and filled out the application
- Attached 5 - 10 photos (including a booth photo/mockup)
- Included payment for application fee(s)
- Signed the Indemnification Section

### SUMBIT YOUR APPLICATION

Email: [SpecialEvents@fairfaxva.gov](mailto:SpecialEvents@fairfaxva.gov)

Mail:

**OR** Special Events  
10455 Armstrong St.,  
Room 123,  
Fairfax, VA 22030



Questions? Email [SpecialEvents@fairfaxva.gov](mailto:SpecialEvents@fairfaxva.gov)