



Celebration of the Arts

2021 EXHIBITOR RULES & REGULATIONS



Event Summary

On **June 12th, 2021**, The Montpelier Center for Arts & Education will hold its 24th Annual Celebration of the Arts Festival. This event will primarily take place out on our front lawn. It will host dozens of local artisans selling their art/goods, live music, local food, and interactive art demonstrations for the community to enjoy. Celebration of the Arts will bring together the talented artisans in our area to offer visitors the opportunity to experience art and entertainment, enjoy learning from their local makers, and shop locally made goods.

Location

The Montpelier Center is located at **17205 Mountain Road, Montpelier, VA 23192**. Paved parking lot may be used when loading and unloading.

Date / Hours

Celebration of the Arts will take place Saturday, **June 12th, 2021** from **10am ~ 2pm**. Exhibitors are expected to be **ready by 9:45am** and are permitted to arrive at 8am to begin setting up their booth. Breakdown and cleanup should be completed by 3pm.

Exhibitor Guidelines

This event is held rain or shine, excluding severe weather conditions that would impair safe driving. *Should significant rain be forecasted, this event will take place indoors in The Montpelier Center ballroom and surrounding art gallery.*

Eligibility Requirements

All goods must be locally created and made by the exhibitor, including consumable produce and value added items. Only exhibitors accepted into Celebration of the Arts are permitted to participate. Subletting, selling, or giving space to anyone is not permitted.

Booth Information

All booths will be **10 ft. deep and 10 ft.** wide and located throughout The Montpelier Center's front lawn.

- Each exhibitor is responsible for their own display materials.
- Metal folding chairs are available for vendors on carts in our ballroom. All tents, tables, chairs, and displays must fit within your allotted booth space. **Vendors are responsible for tables, tents, etc.**
- All work and displays must stay within your designated booth spot. No debris should be visible. The assigned booth must be kept clean throughout the event and left as found afterwards.
- Amplified music is not permitted without the consent of The Montpelier Center, with the exception of entertainment contracted by The Center for the event.
- Each booth should have **hand sanitizer** easily accessible for customers.

Fees

Booth Fee is \$20 and will need to be submitted with your application. If not selected for participation in the show you will be notified and payment returned to you.

Cancellation/Refunds

If you wish to cancel your reservation, please contact The Montpelier Center office. It may take up to 4 weeks for a refund to be processed. All refunds are subject to approval by The Montpelier Center. The deadline to request a refund is Friday, June 4th, 2021.

Sales Tax

Exhibitors are responsible for tracking and reporting their own sales tax in accordance with the rules and regulations of the State of Virginia.

Compliance

If selling consumable goods, exhibitors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at Celebration of the Arts must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

Accident/Injury

Any accident or injury must be immediately reported to The Montpelier Center's staff. Anyone who comes to participate in the event, whether exhibitor, customer, or other, comes at his or her own risk. Exhibitors will operate at their own risk and assume liability from the customers.

Lost or Stolen Property

Exhibitors and customers, not The Montpelier Center, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or lost property, the police will be contacted and appropriate action taken.

Event Management/Exhibitor Needs

This event is managed by The Montpelier Center for Arts & Education. Should exhibitors have any needs before or during the event, they are encouraged to contact Christi Connors at info@montpeliercenter.org or (804)883-7378.

Application Instructions

Application Deadline

Applications must be submitted by **June 4th, 2021 at 3pm.**

Application Procedure

An Exhibitor application must be submitted and approved prior to sales at The Montpelier Center's Celebration of the Arts. **A \$20 booth fee is due with your completed and signed application.** All applications must also be accompanied with **3 photos showing samples of your goods.** Photos preferably submitted electronically.

Submit your application with fee and sample images by email, mail, or by dropping at The Center's office.



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Mailing Address:

The Montpelier Center for Arts & Education
 Attn: Christi Connors
 P.O. Box 82
 Montpelier, VA 23192

Office/Physical Address:

17205 Mountain Road
 Montpelier, VA 23192

Email Address/Phone:

Christi Connors
info@montpeliercenter.org
 (804) 883-7378

Name(s) Date

Business Name

Mailing Address City/ZIP

Home Phone Cell Phone

Email Address

Social media account names/handles

Name of co-workers, employees, family members, or friends who will accompany you at your booth

I am interested in selling (please check all that apply): *

- | | | |
|---|---|---|
| <input type="checkbox"/> Bath & Body | <input type="checkbox"/> Gourmet/Value Added Food | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Metal | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Digital Art | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Arrangements/Floral Design |
| <input type="checkbox"/> Fine Arts/Graphics | <input type="checkbox"/> Photography | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Toys | |

** Please read the Celebration of the Arts Market Rules and Regulations regarding what may or may not be sold at the market*

Please provide detail about the products you are interested in selling and describe your production method.

Exhibitor Booth Assignments and Parking

Booth assignments will be finalized and reported to exhibitors prior to the day of the event. Booths will be assigned by The Montpelier Center staff with consideration given to special needs of exhibitors (i.e. special arrangements of display, electricity needs, etc.) Exhibitors cannot park in the fire lane, but can utilize The Montpelier Center's Parking Lot to bring their display materials to their booth. Exhibitors may park their cars in the gravel parking lot for the duration of the event.

Please describe any special needs you have or any additional information you feel needs to be considered

I hereby certify that I have read, understand, and agree to abide by The Montpelier Center's Celebration of the Arts 2021 Rules and Regulations

Signature

Date