



10th Annual Harmony Center Fine Art & Craft Fair

2019 Exhibitor Application for Committee Screening and Consideration

APPLICATION DEADLINE: August 2, 2019

Show dates October 19 & 20, 2019

An additional tax deductible donation from your sales proceeds is suggested.			
Name:		Business:	
Address:		City:	State: Zip:
Phone:		Email:	
Products: Price Range:		List Products/Description:	

ALL RULES & REQUIREMENTS ARE DETAILED ON REVERSE.

- Fair is free to the public and open to all. Invite your friends, family, and followers.
- Receipt of your application does not guarantee acceptance. See acceptance screening details on reverse.
- **Payment in full** must be submitted with your application, including fees for extras (tables, grid displays, or electrical).
- **Late entries** will be considered only if space is available.
- **Entry fees are non-refundable for any reason after September 21, 2019. Event will be held, rain or shine.**
- **Select only one of the space options from list below. Note number of tables, chairs, or grids if you are ordering those.**

Space Location	Sizes	Details	Qty	Cost	Amount
Indoor - Small	6' x 6'	Small indoor space (Leave display up overnight)		\$55.00	\$
Indoor - Large	6' x 12'	Large indoor space (Leave display up overnight)		\$120.00	\$
Outdoor - Half	5' x 10'	Half booth, shared (Leave display up overnight)		\$65.00	\$
Outdoor - Full	10' x 10'	Full booth (Leave display up overnight)		\$125.00	\$
		Pair of grid walls (3'x6' or 3'x8' as available)		\$10/pair	\$
		Table - 6' long (note 1 or 2 in Qty column)		\$15.00	\$
		Electrical access - you provide your own extension cords		\$10.00	\$
		Chairs (2 chairs maximum - note 1 or 2 in Qty column)		\$ 0	\$ 0
Total . . .					\$

ACKNOWLEDGEMENT

In submitting this application, I have read and agree to all of the rules and regulations pertaining to and governing this Fair and hereby declare and affirm that any and all work I exhibit has been personally hand-produced by the undersigned. I understand that if my application is not accepted this year, I will be notified in writing and the space fee will be refunded. If I do not comply with the event regulations, I understand that I may be removed from the show without recourse. I agree that Harmony Center for Spiritual Living (HCSL) and the Harmony Center Fine Art & Craft Fair committee (HCFACF) reserve the right to remove for cause any exhibitor any time before or during the show. There will be absolutely **NO REFUNDS after September 21, 2019**, nor will there be refunds or credits due to the cancellation or reduction of Fair hours resulting from acts of God or situations beyond the control of HCFACF. Exhibitor hereby indemnifies and shall defend and hold harmless Harmony Center, its officers and employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement, including those arising out of injury to or death of Exhibitor's employees or subcontractors, whether arising before, during or after completion of services hereunder and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Exhibitor or its employees, agents or subcontractors.

Exhibitor Signature _____ Print Name _____ Date _____

HCFACF suggests a tax deductible donation from your sales proceeds. All Fair proceeds are donated to Harmony Center and/or charity partners.

Committee Use Only	Date Received	Amount	Payment Type	Table	Chairs	Electrical	Notification Mailed
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10th Annual Harmony Center Fine Art & Craft Fair



2019 Show Dates: Saturday, Oct 19 (9am - 4pm) and Sunday, October 20 (10am - 4pm)
Harmony Hall at Corner Comstock and Bailey in Uptown Whittier

Application Deadline is Friday, August 2, 2019

REQUIREMENTS: Art and craft items must be created by the exhibitor using original designs. **The following items are NOT permitted:** imported, commercially manufactured, items assembled from kits, resale items, and/or mass-produced goods. You must participate on both days of the fair. No more than two people may staff a booth. Each vendor is responsible for their own sales.

GENERAL INFORMATION: The Harmony Center Fine Art & Craft Fair is a fund-raising event for Harmony Center for Spiritual Living, a 501c3 non-profit organization. Money raised is donated to: Harmony Center, student prizes for High School Art Contest, and to our 2019 charity partner. **Harmony Center suggests a tax deductible 10% donation from your total sales**, in addition to the entry fee. **All organizers of the fair/contest/event are UNPAID volunteers.**

HANDLING SALES: **All artists will be responsible for their own sales.** Make sure you have adequate cash to make change; Harmony will not have change available. Best practice is to also offer credit/debit card option via Square, PayPal, or other processors. Shoppers enjoy bags and wrapping if you can provide that. Receipts are recommended.

ACCEPTANCE SCREENING: Our committee screens all artists based on photos of work submitted. Receipt of your application does not guarantee acceptance. If you are an **INVITED ARTIST**, then your work has already been approved, however space is limited so not all can be accepted. If you are not accepted this year or we have run out of space, then your space fee will be refunded.

PHOTOS OF YOUR WORK: Please send link for your website/Facebook/Instagram/Etsy/etc. or email at least two (2) photos representative of items you intend to sell. Email links or images to mmc.caligal@yahoo.com. **All submissions are screened from photos and descriptions provided; the quality of your photo presentation is important.**

PAYMENT: Payment may be made by personal check, cashier's check, or money order. **Make checks payable to Harmony Center with "Craft Fair" noted in the memo.** There is a \$25.00 charge for checks returned by your bank.

SEND APPLICATION WITH PAYMENT to: Harmony Art Fair, P. O. Box 612, Whittier, CA 90608.

DO NOT mail applications to Harmony Center Church or Harmony Hall.

NOTIFICATION: Upon acceptance, a packet will be sent with event postcards. You will be notified by email with promotional image files, space assignment, floor plan, and map. If you are not accepted, your space fee will be refunded.

SPACE ASSIGNMENTS: Space assignments will be determined solely by the planning committee.

LOCATION: The Fair will take place at Harmony Hall, at the corner of Baily & Comstock in Uptown Whittier. Address provided later.

SPACES: We offer both **INDOOR and OUTDOOR SPACES. Your fee is for space only.** Provide your own tables or display. We offer grid wall displays and tables for an extra fee. You must provide your own canopy outdoors. Displays may remain up overnight indoors and outdoors. You and your display must fit within the assigned space. You cannot plan to stand/sit outside your space. You will not be allowed to block the aisles per fire regulations. Spaces not claimed by 8:30am Saturday will be reassigned with NO REFUND.

SECURITY: Professional security company will be present overnight Friday & Saturday both indoors and outdoors. All property is left at your own risk. Harmony Center and the planning committee assume no liability for lost, stolen, or damaged property.

SET UP & TEAR DOWN ALL: **There are four (4) parking spaces in the alley for UNLOADING ON FRIDAY ONLY.** Please move your vehicle as soon as you are done unloading. Displays may remain up overnight Saturday. Professional security will be provided.

- **INDOOR SET UP:** begins on Friday, October 18, between 3pm-7pm. Final set-up time is Saturday between 7am-9am. There is a ramp at the back of the hall and stairs at the front. You must be ready to operate by 9am on Saturday.
- **OUTDOOR SET UP:** will begin on Saturday, Oct 19 at 6:30am. You must be ready to operate by 9am on Saturday.
- **TEAR DOWN:** Tear down begins at close of fair on Sunday, 4pm. **NO EARLY TEAR-DOWN! NO EXCEPTIONS!**

PARKING: **NO alley parking on Saturday. All Vendors MUST move vehicles by 8am on Saturday. Free all-day parking** is available in a public lot located across from the Hall on Comstock Avenue and across Bailey on Comstock. We request that you reserve the nearest parking lot and street parking adjacent to Harmony Hall for shoppers.

MARKETING: Your acceptance packet will include postcards. You will also receive an email with digital images for you to share online or email to contacts. The Fair will advertise in a number of ways: distribute posters, flyers and postcards in Whittier and nearby cities; online through Facebook, Instagram, & multiple online craft/art calendars; issue press releases to newspapers; post on local access TV; list on ABC 7-Day Planner; display banners on the hall; post yard signs throughout Whittier. The Fair has a dedicated all-year website www.HarmonyArtFair.org and Facebook page facebook.com/HarmonyArtFair We encourage you to "like" our page, post photos of your work, link to your own websites, and invite your friends through our event page that will be created in August.

CONTACT INFORMATION: Marilyn McCarty mmc.caligal@yahoo.com 562-440-6575 cell