

LAKOTA EAST PTSO
HOLIDAY ARTS & CRAFT SHOW
2022 RULES AND REGULATIONS

1. Only original works of art and original crafts are permitted. **Minimal enhancements to a purchased item do not qualify an item as an original craft.** All items must be handcrafted by the person listed on the application in no less than a 3-step process. Please be specific on your application regarding what is purchased and what is handcrafted on your items. This is an important part of the jury selection. Failure to be specific is more likely to result in not being accepted.
2. Please be aware of any copyright laws pertaining to Disney, universities, etc. We will not monitor this: it will be your responsibility.
3. All tax and legal responsibilities connected to the sale of art or craft items are your responsibility.
4. **No novelties, commercial items, souvenirs or t-shirts will be permitted for this show.**
5. Whether a product/material may be exhibited and/or sold at this event is within the sole discretion of the LAKOTA EAST PTSO HOLIDAY ARTS & CRAFT SHOW SELECTION COMMITTEE. All decisions by the Selection Committee are final.
6. Application photographs become the property of the Lakota East PTSO Holiday Arts & Craft Show and will not be returned.
7. We allow no more than 2 mediums per booth. Example: any wood items = 1 medium, Wreaths/floras = 1 medium, fabric/stuffed/sewing = 1 medium. Please be VERY SPECIFIC on the application regarding your medium(s).
8. The names of all crafters/artists displaying products in the booth MUST be listed on the application.
9. Lakota East High School, the PTSO, Holiday Arts & Craft Show Committee, or any other person acting on their behalf will take precautions to safeguard the exhibitors; however, no one will be responsible for the loss or damage to any work exhibited due to weather, volunteer helpers or the public. Submission of application and registration implies agreement to these conditions.
10. Failure to comply with these rules and regulations will negate future invitation to participate in the show.

APPLICATIONS AND REQUIREMENTS

New artists and crafters who wish to apply for the show must complete the official application. You must submit three to five photos, taken in the last 12 months of merchandise to be offered. The quality of the photos is very important, as they are the basis upon which the jury makes its decision. Each photo should only picture one to two items, taken up close to best show details and the quality of your work. It would be helpful to also send a picture of your booth at a show and, if possible, picture of you in the process of making your craft. The entry fee is \$90 for single booths. (See additional information on booth fees on the next page.)

Once approved your online registration payment will be processed for your booth rental. (If paying by check, a \$35 service fee will be charged in the event of any returned checks.)

Lakota East High School typically hosts more than seven thousand attendees for the show each year. We request that all crafters be prepared to accommodate the size of the crowds and have enough product to last until the end of the show. Any crafter who runs out of product before the end of the show may not be accepted back to participate in future shows. Some leeway is given to first year crafters.

BOOTHS

All booths will be 8 feet by 10 feet.

- All displays, crafters, tables and chairs must remain within the marked area.
- *No tents or canopies are permitted.*
- No tables or chairs will be provided. All tables must be covered with attractive table covers that reach the floor on the sides visible to the public.
- ****No part** of your display may be affixed to school property. All display shelving/booth “walls” must be free standing.
- If you have any product displayed outside of the booth, it must be set up in a manner that patrons do not go into neighboring booths to shop your display.
- All booths must have personnel present at all times during the show hours; no booth may be left unattended and show committee is not responsible for covering booths.
- Each exhibitor shall be responsible for cleaning and restoring the booth space to its original condition at the conclusion of the show. This includes cleaning up your trash.

ELECTRICAL

Access to electricity is very limited at our show site and only offered by additional fee. If your booth *requires* electricity, PLEASE note that on the application/registration. Exhibitors who are accepted for electricity access must provide their own UL-approved, heavy-duty extension cord. We have limited electrical outlets and will try to accommodate everyone that *requires* electricity. There is a \$10.00 fee for electricity. You may not “share” the electricity from an adjoining crafter. If approved, you are able to bring **your own** power source.

SET UP

If accepted, you will receive notification by email in October with details. This will include your booth number, map for booth area, your check-in location and map of unloading point.

We have convenient loading and unloading access to each display area. When you arrive, you will first check in at your designated point to receive instructions. Lakota East High School will be open for set up on Friday evening, by approximately 4:30 p.m. Set up can also be done Saturday morning starting at 7:00 a.m. and must be completed by 8:30 a.m., but this is not recommended. The Craft Show Committee will try to provide volunteers to help you move your product in and out of the school, but they are not permitted to help set up or take down your booth.

END OF SHOW

Everyone wants to be able to pack up and leave as quickly as possible. However, crafters are not permitted to begin packing before 4:00 p.m. on Sunday. It is not fair to those shoppers who arrive near the end of the show. **You must be packed up and leaving by 5:30 p.m. Sunday evening.** Please make sure you have enough help to do this. Our volunteers are not permitted to assist with packing. If you do take longer than the allotted time, we may not invite you back to the show.

BOOTH FEES

Please refer to the following examples for prices. Please note that most booths will be single-sided.

- Single Booths with one (1) side open to the public cost \$90.00/booth
- Corner Booths with two (2) sides open to the public cost \$100.00/booth
- Bay Booths cost \$190.00/bay

CANCELLATIONS

If you must cancel for the 2022 show, please notify us as soon as possible. If you cancel, you will be required to reapply for subsequent shows as a new artisan and have your product juried by the committee. **No refunds will be issued after August 15, 2022.**

GUARANTEED ACCEPTANCE

Returning Vendor applications must be received by April 15 for guaranteed acceptance. Any application/payment postmarked after April 15 will be considered with new applications and may not be readmitted or receive a desired location.

OTHER INFORMATION

- We prefer that you register and pay online at: <https://LakotaEastCraftShow.regfox.com/2022-lakota-east-craft-show>
- If necessary, we will accept check payments, checks made payable to “Lakota East PTSO” (a \$35 fee will be charged on all returned checks)
- Send to:
Lakota East PTSO Holiday Arts & Craft Show
P.O. Box 1322
West Chester, Ohio 45071-1322

In October, before the show, you will receive email notification of booth placement, additional fees (if applicable), a map of the school and directions.

***PLEASE** retain this letter for reference until you receive the updated information email in October. If you have any questions, comments or concerns please don't hesitate to contact us at:

Arts and Crafts Show email: LakotaEastCraftShow@gmail.com

Arts & Crafts Show hotline: 513.759.8615, extension 15319

Arts and Crafts Show website: www.LakotaEastCraftShow.com