



March 2011

Dear Vendors and Exhibitors:

You are invited to participate in the 33rd annual RIVERFEST, of Old Wilmington Riverfront Celebration, Inc. which will be held October 7, 8, and 9, 2011. The **Arts and Crafts** sales and displays will be held on Saturday and Sunday only.

The application for *Arts and Crafts or Commercial* space(s) is enclosed. Please read the **RULES OF THE SHOW** carefully, for they have been revised.

This is an outdoor show open to all artists and craftsmen. A limited number of commercial vendors will be allowed to display and/or sell their goods. No vendor will have exclusive rights to the show.

To become a vendor or an exhibitor at Riverfest 2011, you must sign the application, submit payment of all fees (which includes **licensing fees and a handling fee**), hereby accepting and agreeing to ALL of the rules. There will be a return check fee of \$35. All vendors, new and returning, **MUST** submit recent photos of all saleable items. If your items are handmade to be considered as Arts and Crafts, your photos must be of you making the items. If not, you will be considered as Commercial. **No exceptions or you will not be accepted without proper photos.**

**NOTE:** No flea market items or fair items are allowed.  
No dogs or other pets are allowed. (City Ordinance)

We are excited and look forward to this year's festival. We look forward to seeing you and providing our assistance and hope we have your cooperation and understanding. Should you have any questions, please call: 910.452.6862 and we will return your call.

Sincerely,

Ann Kirby  
Arts & Crafts Chairman

# *Riverfest 2011*

# *Rules of the Show*

***Dates: October 7, 8, and 9, 2011***

***REVISED - READ CAREFULLY***

**•ARTS AND CRAFTS CRITERIA:**

- 1) **ALL CRAFT PRODUCTS MUST HAVE BEEN MADE BY THE EXHIBITOR / APPLICANT.**
- 2) No weapons or weapon-like items (toys or real) may be sold (no pellet guns, no cap guns, no rubber-band guns, no marshmallow guns, no knives, no bow & arrows, no swords, no sling-shot type toys)
- 3) Products must have meaningful and substantial value added to the basic raw materials(s) by the exhibitor / applicant to be considered an acceptable art or craft item for display.
- 4) Craft products that are substantially mass-produced and/or machine made will not be allowed. These are considered "Commercial" ~ NO EXCEPTIONS. (example: Ties, T-Shirts, Sweat Shirts, etc.)
- 5) Resale of an outside-party-produced product by means of slight enhancement, modification, embellishment, or arrangement is prohibited.
- 6) No counterfeit items will be allowed.

Applications must include ALL the following:

1. Signed application form
2. **Self-addressed** stamped letter size No. 10 envelope
3. Booth photo and photos of crafts being handmade by applicant
4. Tax ID Number
8. Correct booth fee including registration fee and late fee if postmarked after September 1, 2011.

Applications will not be accepted without ALL of the above.

**•SCREENING:** All items displayed must be in keeping with the criteria listed above. Photos of all work to be exhibited must be submitted. **No application will be accepted without photos (photos will not be returned).**

**•TIME OF SHOW:**

- 1) Saturday, October 8, 2011 ~ 10:00 am - 6:00 pm (no vehicles allowed after 9:00 am)
- 2) Sunday, October 9, 2011 ~ 10:30 am - 5:00 pm (no vehicles allowed between 9:30 am and 6:00 pm)

**•SET-UP TIMES:**

- 1) This is an outdoor show. Exhibitors must provide their own tables, displays, and tents for shelter from rain or sun. **Electricity is NOT available.**
- 2) All tents and displays must be free-standing, secured with weights - **ABSOLUTELY NO HAMMERING INTO THE CONCRETE**
- 3) Vendors may set up on Friday, October 7, 2011 after 6:00 pm. ~ *Not For Selling*
- 4) All vendors must be set up on Saturday, October 8, 2011 by 9:00 am. ~ **Streets Must Be Clear By 9:00 am!**  
**No cars will be allowed in vendor staging area on Saturday after 9:00 am.** We suggest the use of hand carts to transport your merchandise in and out of staging area due to continuing street fair.
- 5) All vendors must be set-up on Sunday, October 9, 2011 by 9:30 am. ~ Cars will be allowed in staging area on Sunday between 8:30 am and 9:30 am to restock / unload (*after 8K race begins*).
- 6) **Vendors may not pack up before 6:00 pm on Saturday (8th) and 5:00 pm on Sunday (9th)**

**•ENTRY FEES (per space):      ~ ~ ALL SPACES ARE 10' x 10' ~ ~**

- 1) All fees are non-refundable and include all licensing fees
- 2) Arts and Crafts = \$190
- 3) Commercial = \$400
- 4) Add \$10 application fee
- 5) Make check or money order payable to: RIVERFEST 2011 (**NOTE - Return check fee: \$35**) No counter checks or credit cards accepted.

(Over)

•**DEADLINE FOR ENTRIES**: All applications and fees must be received by **September 1, 2011 (late entry fee: \$50)**. Submit your entry early. Spaces will be assigned as applications are received and accepted by the review committee. Old Wilmington Riverfront Celebration, Inc. reserves the right to limit the number of entries for any craft or art form.

•**NORTH CAROLINA TAX NUMBER**: You **MUST** have a receipt from a Revenue Office in North Carolina or Merchants Certificate of Registration. Apply at a NC Revenue Office near your home. **Application will not be accepted without a NC Sales Tax Number. NO EXCEPTIONS!**

*(revised 3/8 – apk)*

RIVERFEST 2011 ~ Saturday, October 8 and Sunday, October 9  
Old Wilmington Riverfront Celebration, Inc.  
P. O. Box 7735, Wilmington, NC 28406-7735 910.452.6862

FOR OFFICE USE ONLY:  
Space(s) Assigned: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_

## Application

**CHECK ONE:**

- Arts and Crafts.....\$190
- Commercial.....\$400

**NOTE – Add \$10 Application Fee    Return Check Fee: \$35**

**PRINT or TYPE:**

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

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of 10’x10’ space(s) requested: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

**NORTH CAROLINA SALES TAX --or-- NON-PROFIT NUMBER:** \_\_\_\_\_

Applications will not be accepted without a current NC Sales Tax Number. Call the NC Department of Revenue at 1-877-252-3252 or 1-877-308-9103 to obtain a sales tax number.

List all work that will be exhibited and sold\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments or requests (**NOTE: Requests / location are not guaranteed.**) \_\_\_\_\_  
\_\_\_\_\_

**Riverfest 2011 and Old Wilmington Riverfront Celebrations, Inc. assumes no responsibility and the undersigned hereby discharges same for any accident, damage, loss or stolen items, or for weather related issues during the period of the show. The undersigned also agrees to remain at the show during the entire scheduled time period and abide by all the rules established by Riverfest 2011. The undersigned also understands that if the products displayed/exhibited to be sold do not meet the criteria or are out of compliance for any reason, he/she will be suspended from future participation and will also be subject to immediate removal with NO REFUND.**

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

Mail completed **Application** form along with **Entry Fees** (which includes all licensing fees), \$10 application fee, **Photos (will not be returned)**, and a **Self-Addressed, Stamped Envelope** to: RIVERFEST 2011, ARTS & CRAFTS APPLICATION, PO Box 7735, Wilmington, NC 28406-7735 (make check or money order made payable to: RIVERFEST ~ (return check fee: \$35) **NOTE: DEADLINE:** All applications must be received **NO LATER THAN SEPTEMBER 1, 2011 (late fee: \$50).** All fees are non-refundable.

If you have any questions, please call the number listed above and leave your name and phone number. Riverfest 2011 and Old Wilmington Riverfront Celebration, Inc. reserves the right to deny any application.

**\*\*\*\*NO APPLICATION WILL BE ACCEPTED WITHOUT PHOTO\*\*\*\***