

VENDOR APPLICATION



The Arts Council of Southeast Missouri

presents the

*50th Annual Christmas
Arts and Crafts
Extravaganza*

November 21 and 22, 2020

10 a.m. to 5 p.m. – Saturday

10 a.m. to 4 p.m. – Sunday

Osage Centre

1625 N. Kingshighway
Cape Girardeau, Missouri

Show Me Center

1333 N. Sprigg Street
Cape Girardeau, Missouri

GUIDELINES

- All items must be handmade in the USA by the exhibitor, or the character of the item must be substantially altered or embellished by the exhibitor. Items sold must reflect what is represented on the application and in supplemental photos. If you are unsure of an item, please ask. (Example: We do not allow "home party" type merchandise to be resold by a third party.)
- This application process does not include any guarantee of exclusivity to exhibitors.
- The exhibitor *must* accompany their work and agree to demonstrate a professional and courteous attitude towards the volunteers and staff of the Arts Council of Southeast Missouri. Any exhibitor unwilling to comply with the guidelines may be asked to leave the fair without a refund. Violators will not be allowed to return for future shows.
- All displays must remain entirely within the space provided. Aisle space must not be infringed upon. Storage must be covered and out of sight. Floor length table skirts are required.
- There is a charge for the use of electricity. Electric cords must be taped to the floor for safety. Please bring your own long electric cords and blue painters tape.
- Candles or other flammable items may not be burned in the building.
- Early breakdown of booths is prohibited. No "End of Show Sale" signs are allowed. Booths must be left clean and trash free.
- Booth inspection will occur at the Osage Centre beginning at 6 p.m. on Friday and at the Show Me Center beginning at 9 a.m. on Saturday.
- Cancellation policy: please notify the Arts Council as soon as possible. Refunds (excluding processing fee) will be made before September 1, 2020. You may not sell your space or share it with a non-registered exhibitor.

ADMISSIONS

Admission to the fair is \$5 per person on Saturday and Sunday. Children age 11 and younger are admitted for free with a paying, accompanying adult. Tickets are good for both the Osage Centre and the Show Me Center.

OSAGE CENTRE SCHEDULE

FRIDAY

- 1-7 PM Check in before unloading - booths not occupied by 7 PM may be resold with no refunds
- 7 PM Booths will be inspected according to **GUIDELINES** shown above

SATURDAY

- 9 AM Exhibitors welcome
- 10 AM Doors open
- 5 PM Doors close

SUNDAY

- 9 AM Exhibitors welcome
- 10 AM Doors open
- 9 AM to 3 PM Rebooking for 2020 – exhibitors can only rebook for the space currently occupied in 2019
- 4 PM Doors close

SHOW ME CENTER SCHEDULE

SATURDAY

- 6-9 AM Check in before unloading using the North door - booths not occupied by 9 AM may be resold with no refunds
- 9 AM Booths will be inspected according to **GUIDELINES** shown above
- 10 AM Doors open
- 5 PM Doors close

SUNDAY

- 9 AM Exhibitors welcome
- 10 AM Doors open
- 9 AM to 3 PM Rebooking for 2020 - exhibitors can only rebook for the space currently occupied in 2019
- 4 PM Doors close

AWARDS

A Best of Show winner will be chosen at each location.

The Best of Show winners will receive a certificate and one free booth space to be redeemed at the Christmas Arts and Crafts Extravaganza in 2020.

MAILING ADDRESS AND CONTACT INFORMATION

Arts Council of Southeast Missouri
16 North Spanish
P. O. Box 901
Cape Girardeau, MO 63702-0901

Direct Line: 573.334.9233
Fax Line: 573.334.4238

Website: www.capearts.org
E-mail: artscouncil@capearts.org

OSAGE CENTRE APPLICATION

Exhibitor Name _____ Name of Business _____
 Email Address _____ Website _____
 Address: Street number, City, State, & Zip _____

Phone _____ Cell Phone _____

If you are a member of any juried craft organization, please list _____

If you have exhibited with us in the past year, please check this box. If you do not rebook at the show, you will need to reapply.

Please describe, in detail, the process used to make your product. Photos of the product must be submitted with this application _____

Please include with your application a check or money order for the final total cost, a self-addressed stamped envelope (size #10), and photos of your work (paper acceptable, no emailed images) to the address listed on page 2 of the application. Photos will not be returned.

SPACE # REQUESTED

Final placement is completely up to the Arts Council of Southeast Missouri

FEES

Booth fee before Sept. 1, 2020

10' x 10'\$195 \$ _____
 5' x 10'\$120 \$ _____
 All Corner Spaces ADD.....\$20 \$ _____
 Outdoor Spaces.....\$200 \$ _____
 Tables-8' x 30".....\$20 \$ _____
 Electricity-one 110v outlet....\$40 \$ _____

Processing Fee\$20 \$ _____

TOTAL DUE \$ _____

Booth fees after Sept. 1, 2020
 add 10% of total \$ _____

FINAL TOTAL \$ _____

For Office Use Only

Amount Paid _____
 Date Confirmed _____
 Space # Given _____

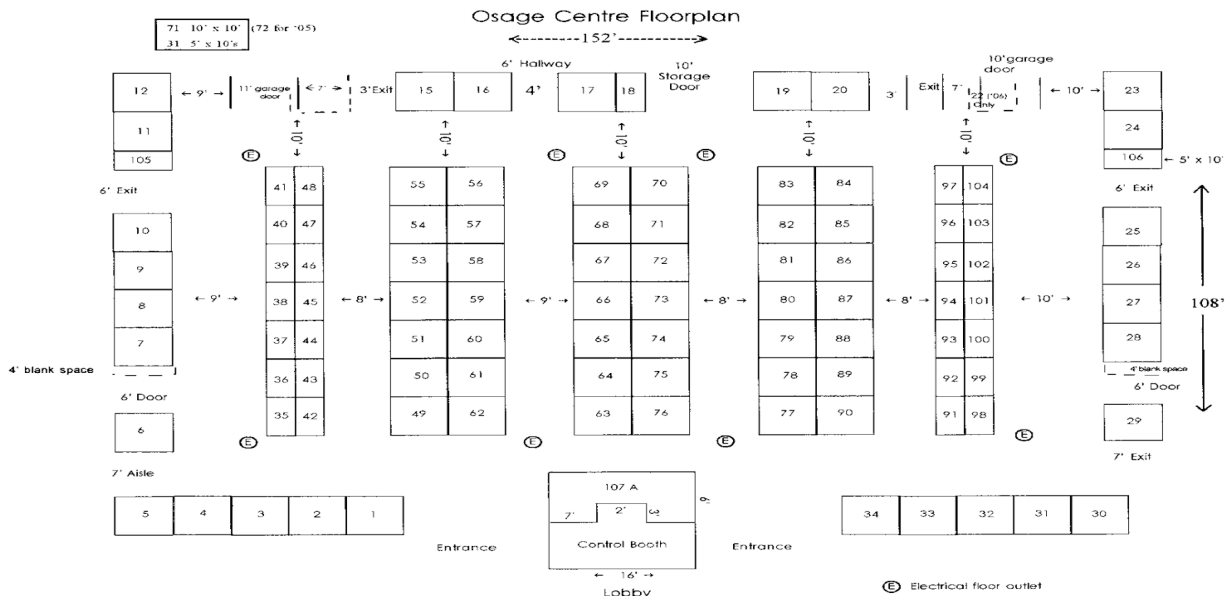
The undersigned exhibitor agrees to abide by the enclosed guidelines and requirements, and release the Arts Council of Southeast Missouri and the Osage Centre from any liability of any kind to any work of art or craft exhibited at the Christmas Arts and Crafts Extravaganza, and agrees to indemnify and hold harmless the Arts Council of Southeast Missouri and the Osage Centre and its officers, directors, and agents from and against all claims, damages, losses, and expenses caused in whole or in part, by, or arising out of the activities of the undersigned participating in the Christmas Arts and Crafts Extravaganza.

Signature _____ Date _____

CHECKLIST: Application Self-addressed stamped envelope (size #10)
 Payment Photos (paper acceptable, no emailed images)

Make checks payable to: Arts Council of Southeast Missouri

FINAL APPLICATION DEADLINE POSTMARKED BY MONDAY, NOVEMBER 2, 2020



SHOW ME CENTER APPLICATION

Exhibitor Name _____ Name of Business _____
 Email Address _____ Website _____
 Address: Street number, City, State, & Zip _____

Phone _____ Cell Phone _____

If you are a member of any juried craft organization, please list _____

If you have exhibited with us in the past year, please check this box. If you do not rebook at the show, you will need to reapply.

Please describe, in detail, the process used to make your product. Photos of the product must be submitted with this application _____

Please include with your application a check or money order for the final total cost, a self-addressed stamped envelope (size #10), and photos of your work (paper acceptable, no emailed images) to the address listed on page 2 of the application. Photos will not be returned.

FEES

SPACE # REQUESTED _____
 Final placement is completely up to the Arts Council of Southeast Missouri

<u>For Office Use Only</u>
Amount Paid _____
Date Confirmed _____
Space # Given _____

Booth fee before Sept. 1, 2020

10' x 10'.....\$195	\$ _____
5' x 10'.....\$120	\$ _____
8' x 14' (#18, one only).....\$175	\$ _____
8' x 10' (#29 & 60 only).....\$150	\$ _____
All Corner Spaces ADD.....\$20	\$ _____
Outdoor Spaces.....\$200	\$ _____
Tables-8' x 30".....\$20	\$ _____
Electricity-one 110v outlet...\$40	\$ _____
Processing Fee.....\$20	\$ _____

TOTAL DUE

Booth fees after Sept. 1, 2020
 add 10% of total
 \$ _____

FINAL TOTAL

The undersigned exhibitor agrees to abide by the enclosed guidelines and requirements, and release the Arts Council of Southeast Missouri and the Show Me Center from any liability of any kind to any work of art or craft exhibited at the Christmas Arts and Crafts Extravaganza, and agrees to indemnify and hold harmless the Arts Council of Southeast Missouri and the Show Me Center and its officers, directors, and agents from and against all claims, damages, losses, and expenses caused in whole or in part, by, or arising out of the activities of the undersigned participating in the Christmas Arts and Crafts Extravaganza.

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