

Garfield Park Neighborhoods Association
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**The 34th Annual
Garfield Park Neighborhoods Association**

ARTS & CRAFTS FAIR

**Saturday, September 8, 2007
Exhibitor's Information and Application**

Thank you for your interest in the 34th annual Arts & Crafts Fair. GPNA welcomes your participation in this great event. GPNA's Arts & Crafts Fair has a reputation as one of West Michigan's largest and most successful fairs. Held each year on the first Saturday after Labor Day in Grand Rapids' lovely Garfield Park, the Fair features an outstanding selection of arts, crafts, fine arts, and other handmade wares, an Art-in-the-Making area, food booths, and a children's craft area. Crowds have been estimated to over 15,000 the past few years. The Fair is popular with both the buying public and the exhibitors. If you would like to participate in the 2007 Fair, please read the enclosed information and return your application to GPNA. If you have any questions, please call GPNA at 616-241-2443.

Location: Garfield Park is one mile east of US-131 on Burton SE in Grand Rapids

Fair Time: Saturday, September 8, 2007, 9:00am to 4:00pm. *The Fair takes place rain or shine!*
(Exhibitors must make provisions for any adverse weather conditions)

Set-up times: 6:00am to 8:45am *City of Grand Rapids prohibits entry into the park before 6:00am*

Vehicle Policy: Vehicles are NOT allowed in the main exhibit area between 8:45am and 4:00pm. Violators will be ticketed, towed, and/or banned from future fairs.

Note: Exhibitors in the "circle booths" - booths #1-40 may leave their cars within the circle. However, these cars may not be moved between 8:45am and 4:00pm and these spaces are limited and available on a first come, first served basis.

Please respect the other vendors in this matter!

Parking: Parking has been available on the park grass to the far south of the park, however, this is only available if there has been dry weather prior to the event. This year this area will be fenced to prevent early teardown. You will have walk-through access to your car. EXHIBITORS WILL BE ALLOWED TO PARK ONLY ONE VEHICLE IN THE PARK. ONE PARKING PASS WILL BE INCLUDED IN THE ACCEPTANCE LETTER. Off-street parking is available as well as some nearby parking lots.

Media: ONLY fine arts, fine crafts, and handmade items will be accepted. All work MUST be original and of excellent quality. GPNA reserves the right to prohibit any exhibitor found in violation of this rule from participating in next year's fair.

This effort is to maintain the high quality of the show and fulfill expectations of both exhibitors and buyers!

Selection Process: The Arts & Crafts Fair will remain a non-juried show. However, GPNA is continuing efforts to improve the quality of the show. Therefore, **photographs of exhibitors' work are required.** One or two photos are sufficient. These photographs will not be returned. Acceptance to the Fair will be first-come, first-served. Preference, however, will be given to returning exhibitors **until April 1, 2007.** After this date, all applications will be considered equally. Applications received after the show is filled will be returned. A waiting list will be started as soon as all the booths are filled. Ineligible candidates' fees and applications will be returned within two weeks of submission. Your cancelled check shows that you have been accepted to the Fair.

Sale and Display: Exhibitors must provide their own tables, chairs, tents, etc. and maintain an attractive display. Any awnings, umbrellas, racks, etc. must be securely and safely placed within the confines of the booth space. Unused boxes or any other storage materials must be maintained in the booth space, not in the walking aisles.

Booth Size: Each booth is approximately 12 by 12 feet. A regular booth offers 12-foot selling exposure across the front. A corner booth offers 12 feet at the front and 12 feet along one side. Some booths in the shady area (booths 1-40) may be irregularly shaped due to trees or may have exposed roots.

Cancellations: Requests for refunds due to cancellation will be honored, **less a \$50.00 handling fee,** until August 1, 2007. After this day, no refunds will be given.

Confirmation: A letter of acceptance will be sent in April. This will include full details of set-up, booth assignments, and a parking permit.

If exhibitors are not accepted into the show, they will be notified within two weeks of application submission.

Sales Tax: Exhibitors are responsible for paying any state sales tax that they may owe. A list of Fair Participants is sent to the State of Michigan.

Disclaimer: GPNA is not responsible for any theft, loss, damage, or personal injury. Any injuries should be reported to a Fair volunteer.

Special Requests: GPNA makes every effort to accommodate all requests for specific booths, shady locations, etc. **Although we work extremely hard to honor all requests, we cannot guarantee them.** If you have special needs or concerns, list them on your application. For example, handicapped parking issues are more easily accommodated at application time than the morning of the Fair.

Other Information: The Fair holds 190 booths. The Fair fills up quickly, so reply early. Food and drink are available for purchase from several food booths. Early morning coffee and donuts will be provided to vendors free of charge. *Pets, alcoholic beverages, or illegal drugs are not allowed in the park. Violators will be removed from the Fair and will forfeit all privileges and fees.*

Fee Schedule:

Regular Booths: \$150.00 each

Corner Booths: \$160.00 each; a limited number of corner booths are available. A \$10.00 refund check will be sent if a corner booth is not available.

Residents of GPNA neighborhood: \$25.00 total discount, which applies to paid GPNA members only.

About our fees: GPNA is a private, non-profit organization committed to neighborhood improvement, beautification, and crime prevention. The Fair is GPNA's largest fundraiser and makes it possible for GPNA to continue its work in the neighborhood. *We appreciate your support!!*

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2007 Exhibitors Application. Mail with your FEES and a SELF-ADDRESSED, STAMPED BUSINESS ENVELOPE to:

GPNA Arts & Crafts Fair, 334 Burton SE, Grand Rapids, MI 49507

PLEASE TYPE OR PRINT:

Name: _____	Number of regular booths _____ x \$150.00= _____
Company: _____	Number of corner booths _____ x \$160.00= _____
Address: _____	GPNA Member discount= -\$25.00 _____
City, State, Zip: _____	Total Amount enclosed: \$ _____
Phone: _____	Special requests: GPNA does not guarantee requests
Email: _____	If you request the same booth as last year, please give the #
Sales Tax ID Number: _____	Self addressed, stamped envelope enclosed? _____
Type of Items You Sell: _____	Photograph enclosed? _____

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