

2012: 39th Annual GPNA Arts & Crafts Fair

Saturday, September 8, 2012

Note: This year exhibitors have 3 options for applying for the GPNA Arts & Craft Fair.

1. Online Application and Payment: Submit your application, photo's and payment online
2. Online Application and mail a check. Submit your application and photo's online, pay with a check mailed to GPNA. Online Exhibitor Information and
3. Download the information and application. Mail application, photo's, and check to GPNA.

If you want to be removed from the GPNA Craft Fair mailing list please do one of the following:

- 1) Email: artsandcrafts@gpnagr.org and give your name and address
- 2) Mail a copy of this letter to GPNA 334 Burton SE, Grand Rapids, MI 49507 and include your name and address

Thank you for your past support of Garfield Park Neighborhood Association's (GPNA) Annual Craft Fair. The 2012 Fair will be our 39th year and our continuing goal is to improve upon what has always been an excellent event.

We are offering two discounts this year. Early Bird \$10, and recommend a new exhibitor to the show rebate of \$25. See additional information below.

Exhibitor's Information & Application

The GPNA's Arts & Crafts Fair is held in Grand Rapids historic Garfield Park on the first Saturday after Labor Day. We feature an outstanding selection of: arts, crafts, fine arts, and handmade wares. The fair also has food booths; children craft booths, and fun family-friendly areas. If you have any questions, please call us at 616-241-2443.

Silent Auction: We are again asking our exhibitors to donate an item to our Silent Auction.

GPNA Website: We will post your pictures, email address, websites, and description of your items to our website. Many visitors viewed this site to find exhibitors and products they are interested in. They return to this site months after the fair to find their favorite exhibitors.

Coffee/Donuts: As always we will be providing complementary coffee and donuts the morning of the Craft Fair.

Merchandise: 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. Please report any infractions you see as early in the day possible to a GPNA volunteer. If we know about it early enough, they will be shut down.

Selection Process: GPNA's Arts & Crafts Fair will remain a non-juried show but GPNA will still require photos of exhibitors' work. One or two photos are sufficient and will be posted to our website. These photographs will not be returned. Acceptance to the fair will be on a first-come, first-served basis. Preference will be given to returning exhibitors until April 15, 2012 after which all applications will be considered equally.

Applications received after the show is filled will be returned to the sender. A waiting list will be started as soon as all the booths are filled. All ineligible candidates' fees and applications will be returned within three weeks of submission.

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

Fair Time: Saturday, September 8, 2012, 9:00am to 4:00pm. The Fair takes place rain or shine! *Exhibitors must make provisions for any adverse weather conditions.*

Set-up Time: 6:00am to 8:45am. *The city of Grand Rapids prohibits entry into the park before 6:00 am.*

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 and Layout: Each booth is approximately 12 by 12 feet. A regular booth offers a 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 1-85) may be

Cancellations: Written requests for refunds due to cancellation will be honored, **less a \$50.00 handling fee**, until August 1, 2012. After this date, no refunds will be given.

Vehicle and Parking Policies: Most booths (but not all) allow parking behind the booth. When you receive your booth number it will state if you can park behind your booth. These cars may not be moved between 8:45am and 4:00pm. Additional Parking is available on the park grass to the far south of the park. This is only available if there has been dry weather prior to the event.

Exhibitors will be allowed one vehicle parked behind their booth (where allowed). We will not be issuing parking passes.

Confirmation:

- ✓ If you provide an email address we will send you a confirmation notice within one month of receiving your application.
- ✓ If you do not provide an email address, your canceled check is your confirmation of acceptance until the first of July, 2012. At this time we will send out a letter with your booth assignments, and other information.
- ✓ Another way to verify that you have been accepted into the show is to check our website where we will be posting the list of vendors as they are accepted into the show.

Noise Control: Generators, music players, etc: If you have a product creating a lot of noise during the day, please note this on the application and we will ensure that you are in a location that will be less bothersome to neighboring exhibits.

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 or the placement of generators are more easily accommodated at application time than the morning of the Fair.

Other Information: 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.

Food Vendors: If you are a food vendor, please use the Food Booth Application found on our website or contact the GPNA for an application.

Fee Schedule:

- ✓ **Early Bird Special:** We are giving a discount of \$10 to all vendors whose application is received prior to April 30, 2012. Subtract \$10 from the pricing listed below. After April 30 the price will be the same as listed below.
- ✓ **Late Fee:** There will be a \$10 late fee added on all applications received After August 15, 2012.
- ✓ **Refer a new vendor bonus.** If you recommend GPNA Arts & Craft Fair to another vendor and they register for the Fair, you will receive a \$25 rebate from GPNA.
 - **Bonus Eligibility rules:**
 - You notify GPNA my phone or email that you recommended GPNA's fair to a vendor and that they plan on signing up.
 - The new vendor was not in the 2009 or 2010 show
 - The new vendor signs up for the fair
 - The rebate will be given to you the day of the show
- ✓ **Regular Booths:** \$135 each
- ✓ **Corner Booths:** \$145 each; a limited number of corner booths are available. A \$10.00 refund check will be sent with the August mailing if the corner booth you requested is not available.
- ✓ **Two Standard Booths:** \$210
- ✓ **Two Corner Booths:** \$230
- ✓ **Food Coupon:** Each vendor will receive a \$10.00 food coupon on the day of the show.