

**TREASURE COAST ART & CRAFT FESTIVAL  
2020 - (Please print clearly)**

Exhibitor Name: \_\_\_\_\_ ART \_\_\_\_\_

Email: \_\_\_\_\_ CRAFT \_\_\_\_\_

Company Name: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

Describe your ART or CRAFT: \_\_\_\_\_

What Category should be used to list your booth? \_\_\_\_\_  
(ex: Oil Painting, Sculpture,...)

Fees: \$100 for 1 - 6' table & 2 chairs, 8'x8' space    A donation for the raffle is also required.  
Electric: \$35

**All applications require 3 photos of your work plus 1 photo of your display.**

Please Note: You are required by local law to obtain all tax eligibility forms from the local Department of Revenue for each show.

All cancellations must be in writing (preferably emailed) and submitted to the office 10 days prior to the event in order to be issued a credit, good for 2 years. If you cancel less than 10 days prior to the show, you will be responsible for the entire show fee.

**GENERAL RELEASE**

The undersigned does hereby discharge, release and hold harmless, CONGREGATION EITZ CHAYIM INC., TREASURE COAST ART & CRAFT FESTIVAL, and all co-sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsors during the Festival, and hereby consents to enforcement of all rules of this event. Furthermore, the undersigned artist hereby certifies that all display work is handcrafted and created by the show participant. Participant understands that any mass-produced item on display can cause expulsion from the show or future shows. There are no rain dates. There will be no refunds or credits if a show is cancelled due to rain, floods, hurricanes, or any other forces of nature after logistics and advertising have been arranged! There will be no refunds on artist cancellations. Credit (good for 2 years) will be issued if Congregation Eitz Chayim, Inc. is notified in writing at least (30) thirty days prior to an event. Exhibitors are responsible for full payment of show fee if cancelled less than 30 days prior to event. MANAGEMENT RESERVES THE RIGHT TO DISQUALIFY ANY EXHIBITOR CAUSING ANY PROBLEMS TO FELLOW EXHIBITORS OR MANAGEMENT. Failure to comply with the rules and regulations set forth on the reverse side of this General Release may result in expulsion from any and/or all events. Management reserves the right to make final interpretation of all rules. The undersigned understands that if this application is not accepted, all fees and photos will be returned by mail. If accepted, CEC has my permission to reproduce my artwork, through the photographs I have submitted for the purpose of advertising and marketing the Festival. CEC also has my permission to publish photographs or videos taken of my booth, my work and me during the Festival for purposes related to promotion of the Festival, past or future. BY SIGNING BELOW YOU ARE AGREEING TO ALL POLICIES, RULES and REGULATIONS!

Signed \_\_\_\_\_ Date \_\_\_\_\_

revised 3/1/19

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**EXHIBITOR RULES AND REGULATIONS**

The staff at Congregation Eitz Chayim and the Treasure Coast Art & Craft Festival would like to thank you for your participation in our show(s). In order for you to help us make our shows the best they can be, we have established some rules and regulations. To participate in our events, you **MUST** observe the following...

All work must be original, handcrafted, created and exhibited by the approved artist themselves. Kits, imports, and mass-produced items will not be tolerated. This rule is strictly enforced.

All categories shall be reviewed and screened prior to your acceptance. Any media **NOT** approved during the application process that appears in your booth at an event will be removed.

All applications require 3 photos of your work plus 1 photo of your display. Displays must be professional and aesthetically pleasing.

We do **NOT** keep photos on file. You **MUST** resubmit photos with **EACH** application.

Exhibitors will leave their exhibit space clean after packing up at break down. If your space is not clean after an event, you may be expelled from future shows.

Please send a biography of you and your work. We like to have these on file for publicity opportunities.

For most shows, a fifty dollar (\$50) deposit may be made in lieu of the full booth fee **ONLY** if the event is fifteen (15) days away or more. We also accept credit cards for payment of booth fees. A credit card authorization form is on the following page. If you are accepted into a show, the balance must be paid **NO LATER** than fifteen (15) days before the event or the late fee (\$10 for 2020 shows) will be applied to the balance. If applying to a show close to the fifteen (15) day cut-off date, please include the full booth fee with the application. If you are applying for a show past the fifteen (15) day cut-off date, please include the late fee (\$10 for 2020 shows) with the show fee.

If you are not accepted into a show, your show fees/deposits will be returned to you un-cashed.

Please allow 2 weeks to process your application once received in our office. You will not be charged a late fee if we receive your application more than 15 days before the show date, and are informed of your acceptance within 15 days of the show.

Please include a self-addressed stamped postcard that we can date stamp and mail back to you the day your application is received at our office.

**WAITING LIST** - Please note we have placed a box on the application that reads "WAITLIST IF CLOSED". Checking this box means you would like to be placed on the waitlist in the event that a show is closed at the time we process your application. Once placed on the waitlist, the office will contact you as soon as we have an opening in the show. If an opening does not occur, we will return your show fee check uncashed, after the event takes place. If you are called from the waitlist, there is **NO** penalty if you do not accept the spot and your show fee will be immediately returned to you.

**CANCELLATIONS** - **THERE ARE NO REFUNDS FOR CANCELLED SHOWS!** However, a credit good for 2 years from the cancellation date will be issued to your account if you notify the office more than 30 days before the event date. The exhibitor is responsible for the entire show fee if the event is cancelled within 30 days of the show. There are **NO EXCEPTIONS** to this rule! If you cancel an event within 30 days of the show date, you are liable for the show balance. You will not be able to exhibit in a future event until the show balance has been paid.

All cancellations **MUST** be in writing (email preferred).

**TAXES** - Each exhibitor is responsible for collecting the state sales tax and filing a report with the local Department of Revenue.

An accepted application is a commitment to display your work during **ALL** scheduled hours of the show. Bank Fees - A \$25 bank fee will be charged on all returned checks. The check amount plus the \$25 fee is payable with a credit card, money order, cashier's check or cash. The fee may be higher with international checks.

Exhibitors will receive an ample amount of booth space, which varies depending on the venue. Exhibitors will **NOT** take up any additional space without first consulting with a show coordinator. **ALL WORK, DISPLAY and STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.**

If invited, your booth display at the event should match the booth display picture that was submitted with your application. There are no exceptions to this rule. If you have any display changes prior to the festival, you must resubmit your booth image for approval.

**No Solicitation** - Exhibitors are present at our shows for the purpose of representing their work. For that reason, no exhibitor, or their representatives, will engage in any type of solicitation of any products, supplies, shows, etc. during the course of the show, starting at the commencement of the event and ending at the end of breakdown of the said event. The exhibitors' role is to sell their work and not engage in any other non-related business activities during the course of the event. Failure to comply could cause possible expulsion from the show.

Set-Up and Breakdown times will be strictly enforced. Please see show confirmation for details.

Management reserves the right to make final interpretations of all rules and regulations. Please read the general release on front of application before signing!

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**Credit Card Authorization Form**

CREDIT CARD PAYMENTS - PLEASE PRINT CLEARLY

Artist Name: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Billing Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ CCV# \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

\$ Amount CEC is authorized to put on card (YOUR CARD WILL NOT BE CHARGED UNLESS ACCEPTED TO A

SHOW)\$: \_\_\_\_\_ If Deposit separate, amount of deposit: \$: \_\_\_\_\_  
(Balance to be charged 10 days prior to show)

Preferred Phone Number: \_\_\_\_\_ (circle one)  
cell  
home  
office/studio

Mailing Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

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

By signing this form, I agree that I understand the thirty (30) day cancellation policy Congregation Eita Chayim and the Treasure Coast Art & Craft Festival. I understand and agree to these terms and expressly waive any rights to credit card charge backs as a means to mediate disputes. Please note that we do not give refunds. If exhibitor cancels an ART & CRAFT show 10 days prior to the event, we will issue a show credit. This card will not be kept on file for future charges.

If you have any additional updates, please contact us.

Congregation Eitz Chayim, Inc. / Treasure Coast Art & Craft Festival  
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