Capital Expo Festival

Arts & Craft Application

June 2nd & 3rd 2023

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Craft:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Price range of work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PO Box:

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Zip:\_\_\_\_\_\_\_\_ Telephone:( )\_\_\_\_\_\_\_\_\_\_

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

2023 Terms and Conditions

**HOURS:** Vendor booth set-up can begin at 7.00 a.m. on Friday, June 2. Note: First come first served for early set up. Breakdown no later than 8.00 a.m. Sunday morning June 4, 2023. All booth set-ups must be completed and open by 10:00 a.m. on Friday, June 2. Open nightly until 9:00 p.m. or later. All vendors are expected to remain open during show hours.

**LOCATION:** The Capital Expo Festival will be held Downtown Frankfort, KY. All Art & Craft Exhibitors will be setup on the outside. **Exhibits may be left up overnight at the exhibitor’s risk.** Security will be on site. **Please check in at the hospitality tent and pick up name badges.**

**ELIGIBILITY:** All applicants are required to submit photos. If you want your photos returned, please include a self-addressed stamped envelope.

**MEDIA:** Original work produced by exhibitors only. No items made from commercially sold kits, molds or imports. No items purchased for resale will be allowed. Works will be admitted based on originality, craftsmanship and presentation of subject.

**AWARDS:** Cash and ribbons will be given on the basis of overall quality and booth creativity.

**DEADLINE FOR APPLICATIONS:** May 1, 2023 is the postmarked deadline for mailing applications. Booth space fee is due and payable at the time of application submittal. **Applications submitted after May 1st deadline must be by cashier check, money order or cash only. NO REFUNDS.**

**COMMISSIONS:** No commissions will be required for the show, however, for your protection, it is understood that each exhibitor will report all sales to the Kentucky Department of Revenue and to the Internal Revenue Service. All legal and tax details are the responsibility of the seller.

**AVAILABLE SPACE:** Location preference (final placement decisions will be made by Capital Expo Festival Art Committee). Canopies with non-adjustable peaks will require special placement. (Please note canopy or tent clearance requirement, in some areas overhang lights extend down 15”.) Ten feet maximum clearance allowed for canopies with adjustable or removable tops. Canopies with non-adjustable peaks will be placed in an area partially protected by overhang or in an open area. Table coverings are required. (3’X8’). There will be no electricity provided; but generators are welcomed.

**HOSPITALITY:** Hospitality provided for the artists and crafts persons set up in a designated area. Hours are 9:00 AM until 6:00 PM. **Please check in and pick up name badges there**.

**RESPONSIBILITY:** Each exhibitor must be responsible for his or her display. The Capital Expo Festival, Inc., the city of Frankfort, and any subsidized there-of. Those working on the behalf of the Capital Expo will not be held responsible for the injury, accidents, and/or damage to property or theft. Security will be on site after exhibit hours, **however leaving items/valuables will be at exhibitor’s risk.**

**AGREEMENT:** Sending the application form constitutes agreement to all conditions on the part of the person or group applying.

**FEES:** $100.00 June 2 thru June 3, 2023. **No refunds.** Please plan to provide your own chairs, tables and tents.

**FESTIVAL INFORMATION AND CONTACTS:** Mail application and checks to: Capital Expo Festival, PO Box 714, Frankfort, KY 40602. Any questions or concerns; please send a message/inquiry to the email box indicated below.

**WEBSITE:** capitalexpofestival.com

**EMAIL:** capitalexpoky@gmail.com

**If you will need a room during the duration of the festival, please call The Capital Plaza Hotel (502) 227-5100, please mention you are a vendor for the Capital Expo Festival.**

\_\_\_\_ Yes, I have read, understand and agree with the terms and conditions of this application. Please sign below and keep a copy for your reference.

\_\_\_\_ Yes, I have enclosed my payment of $100.00 booth fee. **No refunds**. (Make checks payable to Capital Expo Festival)

**By signing here, I show I have read, understand and agree with the terms and conditions of this application (keep a copy for your reference).**

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

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

www.capitalexpofestival.com

