

Autumn Arts & Crafts Festival

October 27 & 28, 2017

Presented by DLG Enterprises
Beasley Coliseum, Pullman, WA
Friday, Oct 27, 2017, 10am -8pm
Saturday, Oct 28, 2017, 9am-5pm

www.dlgenerprisesfairs.com

Facebook: Autumn Arts and Crafts Festival

Vendor Information and Application

Who We Are

DLG Enterprises is a family based business consisting of Don and Linda Gallagher, daughter Ginger Gallagher, Ginger's finance Jason Childers, and granddaughter Samantha Gallagher. We started hosting craft fairs over 25 years ago. Ginger and Sammy have both grown up in the business. We do only 2 shows a year, both in Beasley Coliseum.

Juried Fair

This is a juried fair. Selection is based on quality, creativity, and originality with an eye towards attaining a wide variety of crafts at this show. We accept only original work made by the artist on site (no imports, work from kits, or prefabricated wholesale items). We may allow commercial products, on a strictly limited basis, where the criteria for acceptance is based upon the uniqueness of the product and a logical tie to the hand crafted product that you are making. No more than 10% of the booth can be involved with this item. Examples: Candle toppers for jarred candles. Scrubbies and basket to go with soap in a gift basket.

If you are sharing a booth, each vendor's items must be juried. For new applicants, we would like at least three representative photos of your work and a photo of your booth setup, if possible. This is also required if you are making a major change in what you are selling. If accepted, please expect that we will hold your pictures until the show and return them to you at the show. If not accepted, we will return your check and your pictures along with an explanation.

Prior participation on our show does not guarantee acceptance into any present or future shows. We reserve the right to reject any application.

Booth Space

Standard booth size is 6 1/2 x 10 feet, booth and a half is 6 1/2 x 15, Double is 6 1/2 x 20. There will be an 8 foot walkway through the center of the concourse with booths on either side. (We cannot accommodate 10x10 setups). We do assign booth spaces as applications are received and approved. Chances of getting any special booth placement requests are increased by early application date as well as participation in our previous shows. A new vendor with a unique product may be accepted while a long-time vendor who applies late may get turned down if their "category" is full by that time – e.g. jewelry and multi-media are categories that may fill up quickly.

Booth Fee Payment and Application Options

In addition to the typical apply by mail and check, we have added the option to apply on-line for this fair and to pay via PayPal. Without going into complete detail on this form – most any combination is available, apply by mail and pay by PayPal, apply on-line and pay by check. Directions on the website. PayPal charges DLG Enterprises \$6 per transaction, so we are passing that along to you as a "convenience" charge and it is added into the booth fee structure if you choose the PayPal option. We have had many requests to accept something besides check, and this seems to most reasonable to us. PayPal payment will not be requested of you until formal acceptance.

WSU Trademark Information

The WSU Trademark Officer regularly attends craft fairs in our area specifically to check on trademark infringement. Many of our crafters are licensed by WSU to use the Cougar logos. If someone comes with items already made up and without a proper license, our Trademark Officer takes their business card and contacts them later about the problem, but we would like to have everyone in compliance--it is only fair to those vendors who are carefully following the rules. Contact the WSU Trademark office by calling 509-335-2202 or checking this website <http://www.clc.com/>

Food Vendor Requirements

DLG Enterprises is responsible for ensuring that all vendors providing food to the public (including free samples) contact the Whitman County Health Department [WCHD] (509-397-6280) to determine if a permit to serve food is required, and to obtain the permit. DLG Enterprises will be providing WSU Environment Health and Safety [EHS] (509-335-3041) the dates and times of the event, and a list of the vendors serving food with contact numbers. Failure to obtain the required permit from the WCHD, and/or notifying EHS will result in the vendor(s) not being allowed to serve food.

Advertising

We have a web site address and list the vendors who are attending our show on the web site, in addition to a Face Book page for our fair. We will be listing by Business Name and City and type of craft. We will use the vendor's name if there is not a business name available. If you have a web site or an e-mail address that you would like us to publish or link to, please let us know. Our general advertising begins in a general way two months before the show and goes into high gear 2 weeks before the show. It includes electronic billboards, highway signs, newspaper advertising, listing in phone books, posters, various internet calendar listings, and Beasley Coliseum sends electronic notifications sent to every WSU Student, Staff, and Faculty.

Lodging Options

Lodging Options: <https://momsweekend.wsu.edu/travel-hotels/>

Loading In and Out and Parking

We work closely with Transportation Services (Parking). In order to, make this work, we need the cooperation of our vendors to treat each other with patience and kindness.

You will have a card to put on your dash to identify your vehicle.

Unload, then set up.

Vehicles must be in loading zones for very minimum time and be moved out of the loading area as soon as possible. We will have dash number card to identify your vehicle and you will be asked to move out of that area quickly.

The North loading pad is handicapped parking only outside of our posted loading hours.

Saturday, fair closes at 5pm and the same rules apply. Please do NOT bring your vehicle up until you are packed and ready to load.

Vendor Requirements

- ❖ Booth Fee, non-refundable after acceptance: Standard Booth \$210; Booth and a half \$315, Double booth \$420.
- ❖ Application Deadline: Applications may be accepted as they are received. However, we may hold applications for categories that are in high demand until closer to show date. Applications are juried. Special booth requests for window or wall or electricity or to be located near someone are considered on a first come-first serve basis--we cannot guarantee to accommodate all requests. If accepted, pictures will be returned at the show.
- ❖ Vendors must remain set up for the entire show.

- ❖ Vendors must provide their own tables, chairs, and long extension cords if electricity is anticipated.
- ❖ We do not accept post-dated checks.
- ❖ We do not cash your check until acceptance. If your check clears your bank, you have been accepted, please check with us if you did not receive acceptance materials.
- ❖ No smoking or alcohol allowed in the building.
- ❖ Exhibitors are responsible for the collection and payment of Washington State Sales Tax. Temporary tax numbers are available from the Tax Information Center, Washington Dept. of Revenue, PO Box 47478, Olympia, WA 98504-7478, 800-647-7706. Pullman's Tax Rate is 7.8%. We are required to collect Washington UBI tax number
- ❖ Follow loading in and out rules and parking rules.
- ❖ Please be sure to include a stamped, self-addressed return envelope. We will use it to inform you of your show status and other information regarding set up times.
Send application materials to:

DLG Enterprises
Don and Linda Gallagher
PO Box 194
Albion, WA 99102

2017 Autumn Arts and Crafts Festival

Enclose with this application form the following:

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1. Self-Addressed Stamped Legal Sized Envelope to receive acceptance information
2. 3 representative photos of art or craft
3. 1 photo of booth display (if possible)
4. Check for the booth fee: (1 ½ and double booth spaces have limited availability)
 Single \$210 1 ½ space \$315 Double \$420

Name: _____ Business Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: Main (____) _____ Other (____) _____

Washington UBI Number: _____

E-Mail address _____

Is your booth setup flexible or rigid?

Website address _____

Is your business on Facebook? _____

Electricity Request No Yes Have you showed with us before? No Yes

Any special booth request _____

Please describe your work: _____

It is agreed that, if by any reason of fire, action of the elements, catastrophe, University action or similar cause, said premises cannot be made available by WSU for use by DLG Enterprises, Neither WSU nor the promoters will be liable for any damages, expenses, or other loss to the vendor by reason on cancellation: except that we will refund the booth rental fee. In consideration of my entry in this event, I hereby for myself, my heirs, executors, and administrators waive, release, and forever discharge any and all rights to claims for damage which I may have or hereafter accrue to me against the promoters, their officers, agents, representatives, successors, for any or all loss or damages which may be sustained and suffered by me in connection with my participation in the "Autumn Arts and Crafts Festival". Exhibitors must provide any insurance they deem necessary. I agree to the above conditions.

Vendors may not park on the North loading pad outside of posted loading hours unless they display a handicapped permit and their vehicle is a single unit car/van. Violation of this policy may result in ticketing and not being allowed back into our fairs.

Exhibitors Signature _____ Date _____

Send to:
DLG Enterprises
Don and Linda Gallagher
PO Box 194
Albion, WA 99102

Payment Method:

- Check Enclosed (check will be cashed upon acceptance)
 PayPal (instructions will be sent upon acceptance)