

# Dupont Circle Fall Fine Arts and Crafts Festival Nonprofit Application Form

The Dupont Circle Fall Fine Arts and Crafts Festival will take place on Saturday, October 27, 2007 at 2201 P Street, NW, from 10 am through 4 pm. We welcome exhibitors of various fine arts and crafts to participate. The fair will take place **RAIN OR SHINE**. Please update the information below. All fields are required.

**The submission deadline is October 1, 2007. However, due to limited space we encourage you to submit as soon as possible. Confirmation will be sent by email after the application has been processed.**

<b>Organization:</b> _____
<b>Email:</b> _____
<b>Address:</b> _____ _____
<b>Website:</b> _____ <b>Phone:</b> _____
<b>Nonprofit Tax ID Number:</b> _____
<b>Category: Choose no more than two.</b>
Photography                  Paintings/Drawings/Prints                  Jewelry
Textiles/Clothing                  Pottery                  Woodworking/Woodturning
Blown/Stained Glass (non-jewelry)                  Other: _____
<b>Brief Description of Art or Craft for Program (10 words or less):</b> _____ _____

## **REGISTRATION:**

### **OPTION ONE: OUTDOOR BOOTH PREFERRED**

10' x 10': \$40

10' x 20': \$70

### **OPTION TWO: INDOOR BOOTH PREFERRED**

10' x 5': \$40

Please mail or deliver completed form, contract and checks or money orders (payable to Church of the Pilgrims) to: Church of the Pilgrims, Attn: Arts and Crafts Festival, 2201 P Street, NW, Washington, DC 20037

# 2007 Dupont Circle Fall Fine Arts and Crafts Festival Contract

**Refund Policy for Accepted Artists:** Registration, minus a \$25.00 processing fee, will be refunded if the request is received at Church of the Pilgrims before **3 pm, Friday, October 19, 2007**. Registration fees for cancellations after October 19 will be forfeited. Full refunds will be granted to all artists only in the event that Church of the Pilgrims cancels the festival. The jury fee is not refundable.

**Rain Policy:** The event will take place rain or shine! In the event of rain, every attempt will be made to move artists inside the church, as space is available.

**Original Artwork:** All items for sale must be original works of art or craft by the participating artist, or reproductions produced by the artist. No new commercial vendors will be accepted. A limited number of commercial vendors who have participated in previous festivals will be allowed.

**Imports:** No new imports will be accepted. A limited number of import vendors who have participated in previous festivals will be allowed.

**Artist Responsibility:** Artists are responsible for supplying their own set-up. This includes displays, tables, chairs and tents. Artists are responsible for all taxes. Electricity will not be available. Tents must be weighted against wind! Tents not weighted will be asked to be removed.

**Space Assignments:** We reserve the right of booth placement. Consideration will be given for the order in which applications are received, previous participation in the festival and variety of art.

**Outdoor Booths:** Booths would be assigned first on 22<sup>nd</sup> Street. Booths will then be placed in front of the church, on the south yard and drive and in the north parking lot. Although visible from the sidewalk, the north parking lot has limited access. If all outside booths are filled, artists will be assigned a booth inside the church. Persons assigned to the north parking lot or inside who request a refund will be charged the \$25.00 processing fee.

**Indoor Booths:** Booths will be placed in the church sanctuary and Fellowship Hall. The Fellowship Hall in the basement of the church and is not handicap accessible. Fellowship Hall will only be used if there are a significant number of artists to fill the hall. Persons assigned to the Fellowship Hall who request a refund will be charged the \$25.00 processing fee.

**Schedule:** Check-in begins at 8 am. Cars must be removed by 9:30 am. All booths must be set-up by 10 am and must remain open until 4 pm. Booths must be torn down and packed by 6 pm.

I have read the complete contract. I agree to assume full responsibility for my conduct and my property I will bring on the premises and will not hold The Church of the Pilgrims or anyone else responsible for any damages or personal injury, theft, or any acts that may occur at the fair. I also understand that I am required to pay all required sales taxes.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

Please contact Jonathan Mertz at [dupontcirclefestival@yahoo.com](mailto:dupontcirclefestival@yahoo.com) or (202) 321-5069 if you have any questions.