



EVENT CENTER

Something for Everyone - Year Round!

2023 Annual Fall Craft Show

Sat., November 11, 2023

9:00am–4:00pm

Sun., November 12, 2023

10:00am–3:00pm

Vendor set up Fri. November 10th (9a – 4:00p) and/or Sat. November 11th (7:00a - 8:45a)

10x10 Expo Hall/Addition

Booth Space \$175.00 each

1st Choice _____

2nd Choice _____

3rd Choice _____

_____ Booths x \$175

_____ Premium Corner Booths x \$20 each

_____ Electric x \$20

_____ Tables (8 ft) x \$8 (1 included in booth fee)

Remove Table _____

Booth Total \$ _____

10x10 Annex

Booth Space \$120.00 each

1st Choice _____

2nd Choice _____

3rd Choice _____

_____ Booths x \$120 each

_____ Electric x \$20

_____ Tables (8 ft) x \$8 (1 included in booth fee)

Remove Table _____

Booth Total \$ _____

PAYMENT REQUIRED BEFORE YOUR SPACE IS SECURED. PLEASE PAY AT AUGUSTAEXPO.COM Look under Events for the Link

QUESTIONS? Email ExpoCraftShow@gmail.com or call 540/246-8681

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE (DAY): _____

EVENING: _____

EMAIL: _____

FACEBOOK NAME: _____

ITEMS YOU PLAN TO SELL: _____

DO YOU HAVE ANY SUGGESTIONS/RECOMMENDATIONS?: _____

I, _____, fully understand that if accepted I will only sell, in my booth, items which have been handmade/handcrafted; baked goods made by myself, or natural resources. I will have nothing for resale that has been manufactured. If for any reason, I have things different than stated above that I forfeit my space with no refund.

SIGNATURE (Lessee): _____ DATE: _____

HEREINAFTER KNOWN AS “VENDOR”, THAT FOR, AND IN CONSIDERATION OF, THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET OUT, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

For purpose of making decisions on behalf of Expo, called for under the terms of this agreement, the Augusta Expo General Manager, or authorized representative, is hereby designated as the sole person in authority to make the decision.

1. **Augusta Expo offers no exclusives. All crafters will have the same opportunity to sell wares.**
2. **Augusta Expo requires all vendors to remain set up and open during all show hours (Saturday 9 a.m.-4 p.m. and Sunday 10 a.m.-3 p.m.).**
3. All spaces are 10'x10' (unless noted). One 8-foot table is included with each space. Spaces G1, H1, I1, J1, K1, L1 are sized 10'x8'. Folding chairs will be available for your use at no charge.
4. Augusta Expo will do their best to reserve your top booth choice. If that is not possible, we will try to reserve your second or third choice. If this is not possible, we will contact you for another choice. Expo reserves the right to reassign booth spaces.
5. Tents and tent toppers are not permitted; however, tent frames may be used for displaying crafts.
6. **All items must be handmade or handcrafted by vendor or family member, or partner.**
7. The Fall Craft Show is a juried show. **All vendors (including returning vendors) must submit photographs of work along with application.** Pictures should be emailed to ExpoCraftShow@gmail.com or mailed. Include a stamped, self-addressed envelope with submission to ensure a return of photos if needed. Please send two (2) photos of “IN PROGRESS” and two (2) photos of completed work.
8. Payment is required in full to reserve and hold your spot(s). Payment may be made online at AUGUSTAEXPO.COM under the Events tab OR by completing a form and mailing/dropping off a check/cash/money order. Augusta Expo is NOT responsible for payments that are mailed. Space is only reserved once payment is received in full. If application is not accepted payment will be refunded. Half payment may be made, however final payment must be made by October 1 or your space will be voided.
9. **Refund Policy:** Augusta Expo will issue a 50% refund up to 60 days prior to the show date. In the event that the 2023 Fall Craft Show is postponed or cancelled as a result of Federal, State or local COVID restrictions, Vendors will have the option of transferring fees paid to another Expo Craft Show or receive a full refund for all payments made. **Beyond this NO refunds will be issued.**
10. Augusta Expo will hold vendor booth space(s) for one week following the show for the next year's show. After that spaces will be available to anyone requesting and paying for a spot.
11. **Vendors will be issues two (2) armbands per booth rented for admittance to the show.**
12. Augusta Expo is not responsible for accidents.
13. Vendor expressly agrees to indemnify and save Augusta Expo harmless from, and against, any and all claims, loss, damage, injury and liability however caused, resulting from, arising out of, or in any way connected to vendor's use or occupancy of the leased premises.
14. Vendor shall not assign, transfer, or sublet their space without a new agreement being signed.
15. **HANDICAP PARKING IS FOR THE HANDICAPPED ONLY AND WE ASK YOU, THE VENDORS, TO PARK IN THE BACK OF THE BUILDING AFTER YOU HAVE UNLOADED.** No Vendor vehicles are to be left at the front of the building.

SETUP:

1. **Vendor set up Fri. November 10th (9a – 4:00p) and/or Sat. November 11th (7:00a - 8:45a)**
2. Vendors must keep wares inside booth space and aisles clear. There will be no selling in the aisles.
3. Vendors paying for electric should bring their own electrical cords that are a minimum of 25 feet long.
4. Make sure your display is freestanding (don't depend upon being able to attach to your neighbor's booth.)
5. Tents and tent toppers are not permitted; however, tent frames may be used for displaying crafts.

Please remit to:
Augusta Expo
AUGUSTAEXPO.COM Click the Link Under the Events Tab
277 Expo Rd., Fishersville, VA 22939
(540) 337-2552 or (540) 246-8681
www.augustaexpo.com expocraftshow@gmail.com

