



CRAFTS EXHIBITOR TRADITIONAL ARTS DEMONSTRATOR GUIDLINES

May 7 & 8, 2022

Coney Island, Cincinnati, Ohio
www.appalachianfestival.org

The Appalachian Community Development Association, a non-profit organization whose purpose is to promote the educational, cultural, and social well being of the Appalachian population of Greater Cincinnati, has sponsored the Appalachian Festival since 1974. The **Appalachian Festival** began in 1970 as a project of The Junior League of Cincinnati, and all profits go towards our grant program.

The Purpose of the Appalachian Festival is to:

- Foster among Appalachian migrants in the Greater Cincinnati Area, a sense of pride in their heritage.
- Educate the public about Appalachian Culture.
- Provide a marketplace for traditional hand-made Appalachian Crafts.
- Celebrate traditional Appalachian Music, Dance, Stories, Cooking and other cultural treasures.

SECTION I – The Crafts Exhibitor/Demonstrator Selection Process

To ensure the **highest quality** artisans and crafts, the Appalachian Festival requires all potential applicants to complete the selection process as follows:

A. THE WORK

1. WORK MUST BE ORIGINAL AND EXECUTED BY APPLICANT(S).

We prefer that the artist stay on-site during the event. Other arrangements should be approved in advance of the event. Imports, kits, items made from kits, items made using commercial patterns, items made from parts of endangered species are not permitted. To be specific, simply attaching a purchased item onto a stick, pin, or clothing does not constitute handmade. **In selecting artisans, preference will be given to those whose arts and crafts are produced in an Appalachian tradition (i.e., weaving, carving, basket making), made by a traditional process, or a creative extension of a traditional craft or craft process.**

2. All applicants should submit four (4) professional quality photographs representing work to be offered for sale **and** one (1) photograph of their booth presentation. **The booth presentation photo is to jury the booth setup itself, NOT the items in the booth.** If the artisan cannot obtain professional photographs, the artisan should contact us for further instructions. All work to be exhibited or offered for sale, must be consistent with the photographs submitted. Each photo must be labeled with crafters' first and last name on the top back side. Photographs will be returned by mail to accepted applicants within 1 week of the close of the festival. Applicants not accepted will receive their photographs with their notification letter and refund check. The Appalachian Festival is not responsible for damage to photographs or loss during return.

3. **FOOD ITEM VENDORS** may only sell pre-packaged food items prepared in a state-licensed facility. A copy of that license and a copy of their \$1 million liability policy listing the Appalachian Festival as an additional insured **MUST** also BE SUBMITTED WITH THIS APPLICATION.

4. The Appalachian Festival reserves the right to require removal of any work AND/OR artist(s)/artists' staff who attempt to sell any items that may be objectionable to the average public or non-approved items*.

B. BOOTH Layout

Prepare for Outside Booth

Applicant provides their own white canopy tent, which is in good repair.

Outside Booth areas can either be graveled or grassy.

C. FEES

Jury/Booth Rental fees are deposited upon receipt, therefore canceled checks do not mean acceptance.

CANCELLATIONS AFTER APRIL 1st, 2022, WILL NOT BE REFUNDED.

Make checks or money orders payable to: The A.C.D.A.

D. SET-UP DAY:

- **Friday, May 6, 2022, 9 a.m. – 5 p.m.**
 - **No earlier set-ups are permitted.** Spaces not occupied by 5:00 p.m. will be filled with stand-by exhibitors with no refund.
- Exhibitors are required to remain setup and operational during the festival hours both days of the event. Exhibitors leaving the show before closing may be refused acceptance in future Festivals.
- **ONLY MEDICALLY NECESSARY WHEELCHAIRS, SCOOTERS OR FESTIVAL GOLF CARTS ARE PERMITTED IN THE FESTIVAL GROUNDS DURING SHOW HOURS, no recreational motor scooters, motorcycles, or bicycles, etc.!** Contact us, in advance of the festival, if you're planning on using any type of transportation inside festival grounds. No vehicles are permitted! Bring dollies to transport merchandise from **Festival parking lots!**
- Because the Festival must comply with both health and fire regulations and is inspected by those agencies daily, coordinators have the right to make appropriate booth location changes to adhere to those regulations.
- Coney Island is located on the Ohio River. May weather can bring 90 degrees and sunshine and could bring severe storms and cold weather. Be prepared for inclement weather and bring covers, tie-downs, and weights. Remember your booth spot may be outside!
- Booth appearance must be in harmony with the festival, which is a **family event**.
- Absolutely no alcoholic beverages, drug paraphernalia or illegal substances are permitted in exhibitors' booths!

We will be entering the **East Gate**

Check-in has been moved to the East Gate

We still will provide parking on the West Side – More info to come

- Access to electricity is limited, however some outdoor spaces may not have any electricity available, plan accordingly. Heavy duty, three-wire grounded extension cords are required. No two-wire extension cords are allowed. Be prepared to run extension cords overhead or underneath as much as 50'.

E. BREAK DOWN

- Start breaking down after 6 p.m. on Sunday and pack booth up as much as possible.
- Only after you're packed up, you can enter the festival grounds through the "check-in" gate. However, no vehicles will be permitted to enter the grounds until after our advertised show hours, all the public is gone, **and** festival management officially closes the show.
- While loading your vehicle(s), **DO NOT BLOCK ACCESS TO ROADWAYS OR YOUR NEIGHBOR'S VEHICLE!**

F. MISCELLANEOUS

- Exhibitor's children must be always under adult supervision while on the grounds.
- Only trained service animals are permitted in the festival grounds.
- Exhibitors are responsible for cleaning their own booth space.
- The Appalachian Festival reserves the right to open gates up to one-hour early if the crowds at the gate warrant it.
- **The Appalachian Festival is staffed entirely by volunteers. Please give our volunteers courtesy and respect when requesting Festival services. Any exhibitor behaving in a disrespectful manner towards volunteers will be asked to leave the grounds immediately (with no refund) and will not be invited back the following year.**
- Coney Island will be providing both day and night security. However, The Appalachian Festival, The Appalachian Community Development Association and/or Coney Island Properties will not be responsible for, or liable in any way, for damage to, including weather, or theft of exhibitor's work or person. If you wish to have your items insured, they must be insured through your homeowner's or business policy. Since there may be other activities scheduled in the Coney Island and/or Riverbend facilities, please bring covers for your displays, if you feel you need them.
- You agree to expressly release the producer "Appalachian Festival / The Appalachian Community Development Association / all agents acting on behalf of the producer" from all liability for any damage, injury or loss to any person or goods or property which may arise from the licensing and occupation of the exhibit space by the applicant(s) and agree to hold and save the Producers harmless from any loss or damage by the reason thereof.

SECTION II - General Facts

FESTIVAL PRESENTER: The Appalachian Community Development Association (The A.C.D.A.)
P.O. Box 64, New Richmond, OH 45157

THE A.C.D.A. PHONE: (513) 251-3378

FESTIVAL WEB SITE: www.appalachianfestival.org

CONTACT PERSON: Linda Schroeder Crafts Committee Chair
(Please direct all festival related issues/concerns to The A.C.D.A. Board, Festival Committee Members, not Coney Island staff.)

Email: info@appalachianfestival.org

Location: Coney Island Park, 6201 Kellogg Ave., Cincinnati, Ohio 45230

Dates: Saturday & Sunday; May 7 & 8, 2022 (Mother's Day Weekend)

Hours: 10 a.m. to 9 p.m. Saturday; 10 a.m. to 6 p.m. on Sunday

Cancellations/Refund: **Cancellations after April 1st, 2022, WILL NOT BE REFUNDED.**

Public Admission Charge: Adults (13+) \$10.00; Senior Citizens (55+) \$6.00.

Children (4-11 years old) \$2.00; Children 3 years old & under are FREE!

Parking FREE

CHECKLIST

If applying for:

Standard Booth, submit:

- Completed Application and Signed,
- Booth Rental Check or Money Order, made payable to The A.C.D.A.*,
- On-site applicants must pay booth rental fees in cash ONLY.
- 4 professional-quality photographs of artwork to be sold,
- 1 professional-quality photograph of booth setup,
- Self-Addressed-Stamped-Envelope for return of your photographs.
- FOOD ITEM VENDORS may only sell pre-packaged food items prepared in a state licensed facility. A copy of that health license and a copy of your \$1 million liability policy listing the Appalachian Festival as an additional insured MUST BE SUBMITTED WITH THIS APPLICATION.

Discounted Appalachian County Booth, submit:

- Only exhibitors who currently reside in an Appalachian County can apply for this discounted booth rate. Please visit www.arc.gov for our approved county listing.
- Completed Application and Signed,
- Booth Rental Check or Money Order, made payable to The A.C.D.A.*,
- On-site applicants must pay booth rental fees in cash ONLY.
- 4 professional-quality photographs of artwork to be sold,
- 1 professional-quality photograph of booth setup,
- Self-Addressed-Stamped-Envelope for return of your photographs.
- FOOD ITEM VENDORS may only sell pre-packaged food items prepared in a licensed facility. A copy of that health license and a copy of your \$1 million liability policy listing the Appalachian Festival as an additional insured MUST also BE SUBMITTED WITH THIS APPLICATION.

Traditional Arts Demonstrator Booth, submit:

Traditional Arts Demonstrators will be juried as a crafts exhibitor and separately as a demonstrator. Demonstrator applicants must complete the full selection process. Once juried, you'll be notified by email or mail, of results. It is possible that you may qualify as an exhibitor and not qualify as a demonstrator.

- Completed Application and Signed,
- Booth Rental Check or Money Order, made payable to The A.C.D.A.*,
- On-site applicants must pay booth rental fees in cash ONLY.
- 4 professional-quality photographs of artwork to be sold,
- 1 professional-quality photograph of booth setup,
- 2 professional-quality photographs of you demonstrating what you're applying to demonstrate,
- Self-Addressed-Stamped-Envelope for return of your photographs.
- **If you're accepted as a demonstrator, you're REQUIRED to educate patrons (verbally and/or in writing) of your traditional art form(s), it's methods and purposes during the show's advertised hours.**

