

# 13<sup>TH</sup> ANNUAL EFFINGHAM COUNTY



May 4, 2018 - 5:00pm to 8:00pm (Optional)  
May 5, 2018 - 10:00am to 4:00pm

## Guidelines

### Eligibility

- Effingham Artisan Fair is a juried fair based on artistic concepts, quality of workmanship, and originality
- All work must be original, without use of commercial molds, patterns or kits
- All **NEW** Artisans must fill out the **NEW Artisan Application** and go through the juried process
- All **RETURNING** Artisans should fill out the **RETURNING Artisan Application**.

### Setup

- **FRIDAY - \*\*OPTIONAL\*\***
  - Friday is in coordination with the ARTS & HEARTS event. If you wish to participate you need to be setup by 5:00pm and remain open until 8:00pm
  - No additional Charge for Friday.
  - Please indicate on the application if you will be setting up Friday.
  - Setup begins at 1:00pm on Friday afternoon.
  - **There will be security throughout the night for Artisans that have setup. The Artisan Fair will not be responsible for any items left on the courthouse grounds Friday night.**
- **SATURDAY** –
  - Setup begins at 6:30am on Saturday morning
  - Booths must remain open the entire length of the Fair from 10:00am to 4:00pm.
- Volunteers will be available to assist with set-up and during the day for bathroom breaks and other needs
- Volunteers wear green Artisan Fair T-Shirts

### Hospitality

- Free Continental breakfast Saturday May 5, 2018- 6:30am – 10:00am
- Local restaurants will have food booths adjacent to the Square

### Sales Tax

- All sales, taxes, etc. are to be handled by the exhibitor.

### Awards

- Judging will begin at 9:00am on Saturday.
- Cash awards will be offered for: 2-D, 3-D, People's Choice – Jacky Jordan Anderson Award, Best of Show

### Cash for Making Change

- Please bring adequate change for your use

### Parking

- Please plan to unload then park in Artisan Parking – Directions will be given on the day you arrive.

### For more information please contact:

Lisa Elliott, Fair Coordinator at 217-821-7510

Email at [info@effinghamartisanfair.com](mailto:info@effinghamartisanfair.com)

Check our website at [www.effinghamartisanfair.com](http://www.effinghamartisanfair.com)

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## RETURNING ARTISAN APPLICATION

- **Application Deadline : March 23, 2018**

- Complete the form below and mail application along with fees to:

*Effingham Artisan Fair  
Lisa Elliott, Fair Coordinator  
606 South 2<sup>nd</sup> Street  
Effingham, IL 62401*

- FEES:

\_\_\_\_\_ \$75.00 - The space is 10 x 15 – **NO TENT PROVIDED THIS YEAR**

\_\_\_\_\_ \$ 5.00 – **per Table**

\_\_\_\_\_ \$ 2.50 – **Per Chair**

\_\_\_\_\_ **TOTAL due with Application**

- No space assignments will be made until the booth fee is paid. **The Booth Fee is DUE with your application.**

- I WILL PARTICIPATE in Friday's event YES \_\_\_\_\_ NO \_\_\_\_\_

**Name of Booth:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number(s):** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Product Description:** We will be publishing this description on our website  
(All products must be created by hand, no resale items).

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**Check the Following if necessary:**

\_\_\_\_\_ I plan to demonstrate my art

\_\_\_\_\_ I need Water

\_\_\_\_\_ I need Electricity

\_\_\_\_\_ I would like my same space as last year

**Effingham County Artisan Fair**  
**ARTIST RELEASE AND ACKNOWLEDGEMENT**

I ("Booth Operator") hereby make application to become an exhibitor in the 2018 Effingham County Artisan Fair (EAF) . Booth Operator agrees to abide by the rules and regulations set forth herein and such other rules as may be established.

Booth Operator will sell only those items or conduct those activities that have been specifically approved in writing by the EAF Committee. Furthermore, Booth Operator hereby releases, forever discharges and holds harmless EAF and the City of Effingham, IL from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following the EAF.

Booth Operator assumes full and complete responsibility and will hold harmless the City of Effingham, its officers, council members, directors, servants, agents, employees, or volunteers from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees.

It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities, and business practices in compliance with all applicable local, state, and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the EAF without a refund of any applicable fees paid.

Booth Operator hereby gives permission to EAF to use photographs, video, or other depictions representations of his/her art work for EAF publicity, including but not limited to publication on website, advertisements, brochures, and programs.

Booth Operator is responsible for all setup and take down of booths merchandise, displays, tents and/or covers. It is further understood that each Booth Operator is responsible for assuring that all items are kept within his/her booth and that all items inside his/her booth are well secured in the event of weather (i.e.wind, rain, etc.), and that weights must be used to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so as not to blow into or damage another booth operator's booth and merchandise. After take down, Booth Operator agrees to leave his booth space free of debris and properly disposed of all garbage in receptacles provided.

**Signed:** \_\_\_\_\_

**Booth Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sales Tax ID#:** \_\_\_\_\_

***The collection of sales tax is the responsibility of Booth Operator and Sales Tax Certificate must be displayed and/or available in booth at all times***