

The Bella Vista
Arts and Crafts Festival

October 14-16, 2021

Dee DiNino
Festival Director

8862 W McNelly Rd.
Bentonville, AR 72712
479.360.9348 OR 479.367.2009
bvfestival573@gmail.com



Artisan Alliance
at Wishing Spring

Edibles
Vendor Policies
2021

The Artisan Alliance of Wishing Spring

The Bella Vista Arts and Crafts Festival is sponsored by the Artisan Alliance, a 501(c)(3) non-profit organization. The club exists to further art appreciation and education and to support and promote the arts and artisans.

One of the Club's major priorities is to provide art scholarships at the college level to aspiring young artists from Benton County Arkansas. The Club also sponsors a Summer Art Camp, holds classes in various artistic media for children and adults and provides grants to local grade schools for art supplies.

In addition, the Club is the sponsor of some highly visible venues in Bella Vista...

Wishing Spring Gallery

is an art, home décor and gift destination where Club members display and sell their works. The Gallery is open year-round.

The ClayStudio at Wishing Spring Gallery

provides classes and training by professional potters for creating their own pottery for children and adults.

And, of course,

The Bella Vista Arts and Crafts Festival

is our juried Fall Festival, held annually during the third Thursday, Friday, and Saturday of October. The Festival is the premier show in Northwest Arkansas, featuring over 200 artisans from all over the United States and Canada.

Rubbish & Recycling

Dispose of all rubbish in the dumpster in the back lot. Do not use the visitor's trash barrels. Cardboard must be broken down and taken to recycling trailer in the back lot. All aluminum cans and plastic bottles should be recycled in the blue bins.

Ambassadors

Volunteers are available to watch your booth for 10-15 minute intervals to allow exhibitors necessary breaks. They are not allowed to make sales, but will inform a shopper of your prompt return. They are also there to help with any questions or concerns. If you have a question that they can't answer, they will find someone who can.

Saturday Check-Out

Office staff will be available for check-out **no earlier** than 5:00 pm on Saturday. Please be prepared with your sales tax envelope, including completed forms and a check for payment.

Tear-Down

All exhibits must remain intact until 5:00 pm on Saturday. Please do not bring vehicles into the exhibit area until you are packed and ready to load. Security will be provided until noon on Sunday, but you must pack your belongings on Saturday. You may not leave any rubbish or recyclable items in your booth space.

At the Event

Check-In

Exhibitors may check-in on Tuesday or Wednesday between the hours of 9:00 am and 6:00 pm. You must pick up your registration packet at the Information Tent before you set up. Exhibitors not registered by 6:00 pm on Wednesday before event may lose their spaces to exhibitors on our waiting list.

Set-up

All unloading must be from the gravel central road. No vehicles will be allowed on the back side of tents or areas. Gravette High school students will be available to assist with unloading. A free-will donation to their basketball program would be appreciated.

Night Security

Overnight security is on-site Tuesday through Saturday and until noon on Sunday. Neither the Festival nor the Village Art Club, Inc. assumes any responsibility for any lost or stolen articles. Please secure your booth and take valuables with you each night when leaving the Festival grounds.

Vehicles

All vehicles must be out of the exhibit area and be parked in designated areas by 7:15 am each day of the event. No exceptions will be made.

Parking Passes

Each space is allotted one (1) pass to park in the Exhibitor Lot. Additional vehicles must park in the shopper lot.

Key Points of Participation

Original Items Only

All items must be produced from an original recipe. **All items will be juried on-site.** Any items that are not original or do not match the quality and/or description of previously juried items must be removed and/or the exhibitor may be asked to leave. No fees will be returned.

Commission

Vendor agrees to pay 20% commission on all sales, including orders taken during the event.

Sales Tax

The State of Arkansas, Benton County, and the City of Bella Vista require vendors to collect and pay sales tax. If you have an AR sales tax permit, you are not required to submit sales tax form and payment at the Festival. If you do not, you agree by becoming an exhibitor to submit an AR tax form and payment to the Festival Office before leaving the site on the final day of the event.

For items that must be prepared before they can be consumed, the tax rate is **4.5%** (1.5% state, 1% county, 2% city). For items that are meant to be consumed at the show with no further preparation, the tax rate is **9.5%** (6.5% state, 1.5% county, 2 city).

Permits

Exhibitors must display a permit from the AR Department of Health. DoH representatives will be onsite on Thursday October 15, 2020 to inspect and issue temporary permits as required.

Insurance

Exhibitor must provide a Certificate of Insurance naming the Bella Vista Arts and Crafts Festival as an additional insured for the specific dates of the Festival (October 14-16, 2021). This certificate must be received at the Festival Office by September 15, 2021

Application Process

Consideration of Items not Previously Listed

Any additions to your inventory must be submitted for review by the Committee. Please send color photos (preferably digital) representing all new items to be sold, with a request letter, no later than September 1, 2021.

No new items will be included in the on-site jury at the Festival.

Shared Spaces

Exhibitors may share space as long as each exhibitor completes a separate application with photographs. Shared booths will incur an additional fee of \$50. The Festival will not pair exhibitors, so you must have a co-exhibitor when you apply.

Contract

The signed application and its acceptance constitute a contract between the Festival (The Village Art Club, Inc.) and the exhibitor to use an assigned space. The Festival staff has the right to reassign or change any space. Spaces are not transferable by exhibitors. If unable to attend, please alert the Festival office immediately.

Cancellation Policy

Cancellations made by July 31 will receive a refund less \$25 fee per booth. No refunds will be given after **July 31**.

Outdoor Venue

No refunds will be made in case of cancellation due to weather. Exhibitors are advised to bring protection to safeguard their product.

General Site Rules

Pets

Only service animals are allowed on Festival site. If exhibitors have pets, they must be kenneled **at all times**. NO EXCEPTIONS.

Smoking

Allowed only in designated areas which are noted on site map.

Children

Exhibitors who travel with their children must keep their children with them at all times.

Drugs/Alcohol

Alcohol (with the exception of contracted Exhibitors) and drug use paraphernalia and/or related products are not allowed on Festival grounds. Exhibitors with any of these items will be asked to leave the Festival immediately.

Sound

Music played in an exhibitor's booth should not be audible in surrounding booths or aisles.

Soliciting

Soliciting is **not** allowed. Controversial literature and merchandise do not have a place at the Festival. This includes all political, religious, advertisements or brochures, unless pre-approved by the Festival Director.

Family Event

Exhibitor displays and products must be appropriate for a family-friendly environment.

Trailers

Exhibitors may not operate out of a vehicle or trailer and may not park a vehicle next to their booth space (with the exception of Food Vendors).

Before the Event

Please contact the office before **September 15** to update or request any of the following:

Nametag Info

Each exhibitor is limited to 5 printed nametags. Additional blank forms are available on-site during event.

Dry Camping Reservation

We have a limited number of spots for RVs at the festival site with no services provided.

Handicapped Exhibitor Parking

Vehicle must have designated plates or state issued hang tag. A limited number are available and **must** be reserved in advance of the Festival.

Flying Solo

If you will be alone for the weekend or any part thereof, please let us know so we can make a note for our volunteer Ambassadors.

Early or Late Arrival

If you plan on arriving between 6:00 pm and 7:00am, you must let us know. Police will not allow anyone on site after-hours unless your name is on their list.

Electrical Guidelines

- Each space with electricity is limited to 500 watts. Amps x volts (usually 110) equals watts. For example: a 3-amp sewing machine x 110v = 330 w.
- Most lighting, if it conforms to Fire Marshall guidelines below, is within acceptable limits.
- Generators are **not** allowed.

Guidelines from Fire Marshall

- Candles, welding, soldering or any open flame within enclosed tents are **strictly prohibited**.
- Extension cords are to be 12 to 14 gauge wires and must be in good condition. Extension cords must be unplugged at the end of the day.
- Compressed gas cylinders (such as helium tanks) must be secured in an upright position using elastic, ratchet straps, or chains to prevent tip over.
- If your booth includes electricity, the use of incandescent light bulbs is pro-hibited. Florescent bulbs and LED lights are allowed.
- Fans and/or heaters are **not** allowed.

Tent & Space Information

Space	20201Fee
Tents A, B, C, D (includes electricity)	\$165.00
Areas 100, 300 & 400	\$130.00
Areas 200, 500, 600 & 700	\$170.00
Electricity in Outside Areas (if available and approved)	\$50.00
Surcharge for “Prime” space or Shared Booth	\$50.00

Tents A, B, C, D

Electricity is provided to each space. Spaces on the outside rows have a height restriction of 7’ at the back of their space due to pitch of the tent. Tents have sides and are closed each evening – condensation may occur and exhibitors are advised to protect their product. **Flaps may not be opened except by Festival staff and exhibitors must confine their display to marked space.**

Outside spaces (Areas 100-700)

Exhibitor can bring their own tent or one can be rented through Festival supplier who will erect and dismantle their equipment. Exhibitor may not operate out of trailers or vehicles parked in exhibit spaces unless specifically approved by Festival Director. Entire display, including stakes, ropes, supports, etc., must be within your marked space.

“Prime” spaces – The following spaces are considered “prime” due to their location and added visibility:

A01, A18, A19, A36	B01, B18, B19, B36
C01, C18, C19, C36	D19, D36
101, 120, 121, 140	201, 210, 211, 220
301, 320, 321, 340	501, 502, 503
607-612, 612, 613, 614, 401, 402, 403	All 700

Tents A, B, C, D

Spaces inside large tents are approximately 12’ wide by 8’ deep.

Areas 100 and 400

Spaces are approximately 12’ wide by 24’ deep. Electricity is available if approved and requires an additional fee.

Areas 200, 300, 500, 600 and 700

Spaces are approximately 24’ wide by 12’ deep. Electricity is very limited and requires an additional fee.

Display Materials

- Festival staff will provide an identifying booth number sign and nametags.
- Artists must provide their own display facilities (tables, chairs, shelves, cases, backdrop, signage etc.).
- Exhibitors are responsible for event-quality 10’ x 10’ or 10’ x 20’ tents (in Outside Areas). If required, rentals of tents, tables, and chairs will only be allowed through the Festival’s contracted tent supplier.
- Tents and display materials must be constructed in a safe and stable manner.
- Boxes, wrapping paper, bags, and general clutter must be concealed from view.
- Exhibitors are responsible for maintaining and leaving their assigned areas free of refuse and in good condition.
- The use of tarpaulins for the top or sides of a booth enclosure is **not** allowed.
- Signs advertising sales or markdowns are **not** allowed.

Space Assignment Notification

Letters will be mailed to all exhibitors on or about September 1.