



2024 Arlington County Fair Arts and Crafts Night Market Policies & Procedures

*Arlington County Fair Board of Directors
PO Box 42002, Arlington, VA 22204
www.arlingtoncountyfair.us
Information Hotline: (703) 829-7471*

The Arlington County Fair Arts and Crafts Night Market is a one-night-only outdoor market that allows arts and crafts vendors to showcase their products to thousands of area residents.

Location:

Thomas Jefferson Community Center
3501 2nd Street S
Arlington, VA 22204.

Market will be held outdoors under tents next to the lower turf field (location subject to change).

Night Market Hours:

Thursday, August 15 5pm – 10:30pm

Vendor Set Up:

Thursday, August 15 2pm – 5pm

Vendor Breakdown:

Thursday, August 15 10:30pm – 11:30pm



Please read the entire document before submitting your application.

About the Arts and Crafts Night Market: This outdoor evening market is open only to arts and crafts vendors. Vendors will have one 10'x10' space with a tent (included in the cost of the space rental). All arts and crafts must be original and handmade, and are subject to approval by the Indoor Vendors Committee. See juried guidelines on pages 6-7.

Deadline: Online registration with full payment must be completed by **Friday, July 19, 2024**. Only vendors who have completed registration with full payment by the deadline will have their organization's name in the Arlington County Fair printed program (and online version). After July 19, vendors will only be accepted if space permits.

How to Apply: Please fill out an application form online at www.arlingtoncountyfair.us/vendor-booth-store/. You will receive an email copy of your order for your records. Booth fees may be paid by PayPal or credit/debit card (Visa or MasterCard only).

Online Application and Registration: All Night Market applications are subject to review and approval by the Arlington County Fair Board of Directors. Upon completion of your application, you will receive an automatic email confirmation. If your application is approved, you will receive an email with details on completing your registration and payment. Your booth is not considered confirmed until payment is processed.

Cancellations: Full refunds will be made with written notice of cancellation prior to Friday, July 19. After this date, no refunds will be permitted. Exhibitor fees for vendors who do not show up at the Fair will be forfeited and non-refundable. Written notice may be provided by email to vendors@arlingtoncountyfair.us.

Booth Sharing: Vendors must indicate the request to share a booth and also list both crafters or non-profit organizations in the registration form in order to have both listed in the Fair Program and on the Fair website. Requests for booth sharing should be added to the note section on the online registration form or emailed to vendors@arlingtoncountyfair.us.

Booth Set-up Times/Requirements: Booths may be set-up on Thursday, August 15, from 2 - 5 p.m. Booth set-up must be complete by 5 p.m. on Thursday, August 15 when the fair



opens to the public. **All booths must remain in place and be staffed during the total operating hours of the Night Market.** Vendors who do not comply may not be permitted to participate in the Fair in future years.

We request that all vendors display the name of their booth in a prominent place, either on a backdrop or table. This will help patrons locate vendor booths.

Vendor Check-in: Vendors may enter the front parking lot at the Thomas Jefferson Community Center, located on 2nd Street S *temporarily* to check-in and unload materials. A representative from your organization should check-in at the Registration Desk located inside the Community Center, to the left of the main doors. Vendors will sign in and **receive two parking passes**. Due to the limited parking availability this is the maximum number of parking passes available to your booth. If multiple individuals are working your booth, then it is the vendor's responsibility to coordinate the use of these two parking passes.

Volunteers will be on-site to help move items from your vehicle to your booth space. A limited number of loading carts and dollies will be available for vendor use. Once items have been unloaded, vendors must move their vehicles to the main vendor at Fleet Elementary School Parking Garage at 115 S Old Glebe Road. It is recommended that someone from your organization remain at your booth while moving your vehicle. The Arlington County Fair is not responsible for the security or protection of vendor booths or items.

Booth Breakdown: Booth removal will take place Thursday, August 15, **not to begin earlier than 10:30 p.m. and must be completed by 11:30 p.m.** Vehicles will not be permitted to pull into the front parking lot to load items until the fair closes at 10:30 p.m.

Volunteers will be on-site to help move items from vendor booth space to their vehicles. A limited number of loading carts and dollies will be available for use.

Parking Passes: A limit of **two parking passes** will be available to each vendor at the Registration Desk upon check-in. These passes are provided for our working vendors only and are not to be shared with fair attendees. Vehicles parked in the vendor parking garage without a parking pass displayed are subject to tow.



Electricity: Contact vendors@arlingtoncountyfair.us if electrical access is needed. Vendors using electricity must supply their own 12-gauge heavy-duty extension cords. Hot plates, microwaves, and any kind of warming/heating devices are not permitted.

Tables and Chairs: Vendors may bring their own tables and chairs or rent tables and chairs from the Fair. Rented tables are 8' in length and cost \$25 each. Rented chairs are standard folding chairs and cost \$10 each. Advanced payment is required for rented equipment. Vendors may select this option on their application and payment is required at that time. Contact vendors@arlingtoncountyfair.us to add rental tables/chairs to your booth if this was omitted in the online booth purchasing process. Table/chair availability the day(s) of the Fair is limited. **Do not remove tables or chairs from other booths.**

Sales Tax: Each vendor is responsible for charging Virginia State Sales Tax and submitting the ST-50 Temporary Sales Tax Certificate/Return to the Virginia Department of Taxation.

Security: Private security guards and Arlington County Police Department Officers will patrol the grounds throughout the opening hours of the fair. However, the Fair Board is not responsible for theft or personal injury.

Contests, Raffles, Etc.: All vendor contests including, but not limited to raffles, drawings, and contests with prizes to be awarded after the Fair must receive prior approval from the Fair Board. The Fair Board is not responsible for the management and administration of vendor contests. All raffles must comply with Virginia State law. Questions should be directed to the Virginia State Gaming Commission.

Roaming Solicitations: Distribution of literature, products, services, items for sale, raffles, prizes, baked goods, etc. must take place within your booth space. No roaming promotion of any kind is permitted.

Food/Drink Sales: Vendors who plan to serve food or drinks, such as baked goods or bottled water, are subject to Arlington County Public Health Division guidelines and permit requirements. Call 703-228-7400 for more information.

Gas Cylinders: All bottled gas cylinders must be secured. If you have helium gas cylinders, you must bring your own approved holding stand/cart to which you can secure your cylinder. Gas cylinders that are not properly secured will have to be removed from Fair premises in accordance with Arlington County Fire Department regulations.



Audio Devices: Any exhibitor using audio devices, such as televisions and radios, must ensure that the devices are adjusted so as not to interfere with the activities of nearby vendors.

Clean-up/Spills: Please keep your booth area clear of trash and debris. All spills should be reported immediately to Fair's Information Desk for clean-up.

Code of Conduct: To ensure a safe and enjoyable experience for all our event guests, the Fair Board works with the Arlington County Police Department and also requests that all vendors abide by the Arlington County Fair's code of conduct rules. **Vendors who do not comply may not be permitted to participate in the Fair in future years and may be asked to leave the fairgrounds.** In this case, vendor's exhibitor fee will be forfeited and non-refundable. If you have any questions or concerns related to the Fair's code of conduct rules, please contact info@arlingtoncountyfair.us.

The Fair Board may alter these rules at any time. If changes are made, notification will be provided on the Fair website and will also be emailed to participating vendors. Questions regarding the vendor application or policy and procedures should be submitted to the Fair Board via email to vendors@arlingtoncountyfair.us.



2024 Arts and Crafts Juried Guidelines

Eligibility:

- Artists must be 18 years of age or older.
- The Fair will consider for inclusion all fine craft and art media including, but not limited to: clay, fiber, furniture, glass, jewelry, leather, metal, paper, wood, original painting, drawing, photography, sculpture, fiber art, digital, and mixed media, original bath products, original candles and original scented products.
- Work must be original and executed by the accepted artist.
- Works produced with commercial kits, molds, patterns, plans, prefabricated forms, or commercial methods are NOT eligible. T-shirts and commercial clothing are not eligible. These items are considered commercial business products and the exhibitor should use the Fair's Commercial Vendor Application.
- Studios that produce works in volume (mass production) are not eligible.
- Only limited edition prints from one source, hand-pulled, signed, and numbered by the artist will be permitted.
- Prints of photographs made from the artists' original negative must be hand-processed, signed and numbered by the artist.
- Paintings, graphics, prints, and photographs must be appropriately displayed in a suitable portfolio or stand, hung matted or framed.
- Ceramics must be handcrafted by the artist.
- If multiple pieces of the same design are displayed, each must be signed. Only artists who have been accepted into the jewelry category are permitted to display and sell jewelry.
- No products sold may be used or secondhand.
- Two or more artists may share one 10'x10' or 10'x20' booth space, if desired. However, you must indicate that you are requesting to share a booth and also



list all the artists involved in your booth on your application in order to be listed in the Fair program and on the master booth layout.

- Artists may exhibit and sell only products that were represented to and accepted by the jurying committee. If an artist changes media, he or she must present the new products for screening.

Submission and Screening: Applicants are screened by the Indoor Vendors Committee of the Arlington County Fair Board of Directors.

Criteria for Fair participation include artistic quality, craftsmanship (including safety and durability), marketability, the artist's ability to provide an adequate inventory, and, from a management perspective, the creation of a balanced presentation of products.

The screening panel makes its determinations on the basis of the artist's written application and a minimum of three and up to six images of the work the artist wishes to be considered. Images can be uploaded during the online application process or emailed to vendors@arlingtoncountyfair.us. All prints and images are considered as a representation of the artist's work. Poor prints or images may affect the selection process. Do not include any other images or files in your email.

The screening panel reserves the right to dismiss an artist if the work is not accurately represented in the screening images or does not appear to be in compliance with entry regulations. Previous acceptance and participation in the Fair do not guarantee approval.

During the Fair, there will be an on-site review of each display by at least one member of the screening panel. Occasionally artists may be asked for permission to use specific images for publicity purposes.

Competitive Exhibits: To maintain the integrity and fairness of our Competitive Exhibits, entrants are not eligible to sell any items at the fair. This policy is implemented to ensure that all exhibitors compete on an equal footing and that the focus remains on showcasing their talents, skills, and creativity without any commercial bias.