



ARTIST & CRAFTER APPLICATION

Trenton Michigan Summer Festival

June 28, 29, 30, 2019

Entry Deadline Postmarked: March 1, 2019

Please Print Clearly:

OFFICE USE ONLY
Amount Paid: _____
Date Paid: _____
Check # _____
Accept: Y N

TELL US ABOUT YOURSELF AND HOW WE CAN CONTACT You!

First & Last Name _____ Second Person _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Phone (____) _____ Phone (____) _____

HOME CELL BUSINESS FAX

HOME CELL BUSINESS FAX

HOME CELL BUSINESS FAX

Email Address

Business Website

SELECT THE CATEGORIES THAT BEST IDENTIFY YOUR Work!

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Americana | <input type="checkbox"/> Beadwork | <input type="checkbox"/> Floral & Potpourri | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Seasonal & Holiday Items |
| <input type="checkbox"/> Antiques/Collectables | <input type="checkbox"/> Blankets/Quilts | <input type="checkbox"/> Food or Beverage | <input type="checkbox"/> Pet Items | <input type="checkbox"/> Woodwork – Decorative |
| <input type="checkbox"/> Art – Acrylics/Oil | <input type="checkbox"/> Calligraphy | <input type="checkbox"/> Garden & Yard Art | <input type="checkbox"/> Photography | <input type="checkbox"/> Woodwork – Furniture |
| <input type="checkbox"/> Art – Drawings/Sketches | <input type="checkbox"/> Ceramics & Pottery | <input type="checkbox"/> Glass – Stained/Etched/Blown | <input type="checkbox"/> Rugs – Woven/Braided | <input type="checkbox"/> Woodwork – Games & Toys |
| <input type="checkbox"/> Art – Watercolors | <input type="checkbox"/> Clothing/Textiles | <input type="checkbox"/> Jewelry & Coins | <input type="checkbox"/> Soaps & Lotions | <input type="checkbox"/> Woodwork – Instruments |
| <input type="checkbox"/> Baskets | <input type="checkbox"/> Dolls & Doll Clothing | <input type="checkbox"/> Leatherwork | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Writing – Books |

TOP 5 ITEMS: 1.) _____ 2.) _____ 3.) _____ 4.) _____ 5.) _____

PRICE RANGE: From \$ _____ To \$ _____

JUST A FEW MORE Questions!

- Have you participated in the Trenton Summer festival before?
 Yes, Previous Year(s): _____ No
- Due to the number of applications in a category, it may be necessary to wait list some applicants. **Would you like to be wait listed if necessary?** Yes No
- Will you be using a storage trailer?
 Yes, Trailer Size _____ x _____ No
- We are committed to support persons with disabilities and will provide reasonable accommodations as best as possible. **If you require special accommodations, please indicate below:**

SPACE OPTIONS, FEES & Payment!

SPACE OPTIONS	FEES	QTY.
10' x 10' Street Space	\$200.00 ea.	
10' x 10' Corner Space	\$250.00 ea.	
Electricity (110 volt, 20 amp) You must supply your own 100' extension cord.	\$75.00 ea.	
Late Fee if payment received after March 11, 2019	\$25.00	
TOTAL AMOUNT DUE	\$	

MAILING ADDRESS	PLEASE INCLUDE
Trenton Summer Festival 3101 West Road Trenton, MI 48183	1.) Check payable to "City of Trenton" for total due. 2.) Completed Application form. 3.) 2 photos of you working on your art or craft. 4.) 1 photo of your art or craft display. 5.) 2 invoice copies of raw material purchases.
Insufficient Funds Fee: \$35.00 will be charged for each check that is returned.	
Signature _____	Date _____

Please Complete Other Side →



RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the Trenton Summer Festival Committee ("Festival Committee") and the City of Trenton ("City") permitting me to participate in the 2019 Trenton Summer Festival ("Festival"), the undersigned person does hereby agree to assume all risk and liability associated with my participation in the Festival. I recognize and acknowledge that such risks of participation in an outdoor festival include, but are not limited to, personal injury and property damage due to crowds, vandals, traffic, inclement weather conditions, including rain; hail; lightning and wind, as well as losses related to theft. On behalf of myself, my heirs, successors, and assigns, I do further agree to release, hold harmless and indemnify the Festival Committee and the City, their elected officials, officers, agents, and employees from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any City property, or the property of others, arising out of, or resulting from, my participation in the 2019 Festival. I do further hereby waive, release and discharge the Festival Committee, the City, their elected officials, officers, agents and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of my participation in the 2019 Festival.

CERTIFICATION OF PRODUCTS

Under the agreement made between the Trenton Summer Festival Committee (Committee) and the undersigned Arts & Crafts Exhibitor(s), I/We hereby certify that the items that I/we are offering for sale are handmade by me and/or my partners and are not purchased and/or commercially manufactured items. Items that are handmade but purchased by Exhibitor(s) from another business are considered vendor items and do not fall under the category of Arts and Crafts. I understand that failure to abide by and adhere to these regulations will result in immediate action from the Committee. If an Exhibitor(s) is found to be selling items which do not meet the requirements of the Committee, said Exhibitor(s) will:

- a. **not be allowed to sell said items**
- b. **be immediately dismissed from the festival**
- c. **be fined and assessed the appropriate vendor fee and will jeopardize participation in future festivals.**

Type of action taken will be the decision of the Summer Festival Committee.

AGREED TO THIS _____ DAY OF _____, 2019

PRINT NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____, STATE _____ ZIP _____

PHONE (_____) _____ CELL (_____) _____

E-MAIL ADDRESS _____

Make checks payable to "City of Trenton" and return check and form by March 1, 2019 to:

Trenton Summer Festival
3101 West Rd.
Trenton, MI 48183



TRENTON MICHIGAN SUMMER FESTIVAL ARTIST & CRAFTER RULES 2019

SUMMER FESTIVAL DATES & HOURS OF OPERATION

- The Trenton Summer Festival will take place **Friday, Saturday, and Sunday, June 28, 29 and 30, 2019**. Hours are **Friday and Saturday from 10:00 a.m. to 11:00 p.m. and Sunday 10:00 a.m. to 6:00 p.m.** Artists and crafters are expected to remain open until **9 p.m.** on Friday and Saturday. **Attendance is required for all three (3) days.**

APPLICATION & PHOTO SUBMISSION

- All applications must be postmarked by **March 1, 2019**. Applications must include **full check payment** of \$200.00 per 10' x 10' booth (\$250.00 for corner booth), \$75.00 for each 20 amp circuit of electricity (due to the limited amount of electricity available, all requests must be made at the time of application and you must supply your own 100' extension cord), 2 photos of you working on your art or craft, 1 photo of your art or craft display, and 2 invoice copies of raw material purchases. Photos may also be submitted via email to **sbarr@trenton-mi.com**.
- Photos should be no larger than 4"x6". **Polaroids and slides will not be accepted. Applications without photos will not be accepted.** The committee reserves the right to use all submitted photos for publicity. **Photos will not be returned after the festival.** If you have additional items to add after submitting your application, please send pictures of those items prior to the start of festival. They will be reviewed by the committee and you will be notified by mail if they are acceptable. This acceptance must be in a letter, not verbal, and you must bring the letter with you.
- All items must be hand crafted, wholesale items are not acceptable.** Any item deemed not to be hand crafted or in the best interest of the viewing public by the judging board, will have to be removed from your space or you will be required to leave the festival. Please be advised, that as the committee continues in its effort to separate hand crafted items from buy/sell items, it may be necessary for a committee member to contact you for further information on how your items are crafted.
- Space is limited.** Not all applications will receive approval. The Trenton Summer Festival Committee shall have the sole discretionary authority to approve all applications, whose decisions shall be final and binding. Spaces are assigned in an attempt to honor all specific requests. However, the Trenton Summer Festival Committee reserves the right to make final space assignments and change assigned spaces, if necessary. Crafters will be notified by the Committee of any space changes.
- Applicant acknowledges that because of the creative nature of the products, decisions with respect to applications will be necessarily subjective and applicant specifically waives, releases, and holds harmless, the Board and the City from any claims, actions, or damages arising out of an application denial.
- The Trenton Summer Festival Committee reserves the right to decline any application which does not meet the guidelines or is deemed unacceptable.

LATE FEE & INSUFFICIENT FUNDS

- A **\$25.00 late fee** will be charged for payments received after **March 11, 2019**.
- A **\$35.00 insufficient funds fee** will be charged for each check that is returned.

CANCELLATIONS & REFUNDS

- All cancellations must be in writing.** No refunds will be issued after **May 1, 2019**.
- The Trenton Summer Festival will be held rain or shine. There is no rain date. Therefore, **no refunds for inclement weather or other acts of God.**

SPACE USE AND RESPONSIBILITY

- You must supply your own 10' x 10' tent, tables, chairs and all else necessary for your set up. If you are ordering a tent to be set-up by a company, you must notify us in advance so that arrangements can be made for them to gain access to the street.
- Generators are not permitted.**
- If you are bringing any type of food product, you must obtain either an **Edible Craft Application** or **Food Vendor Application**.
- It is solely your responsibility to **secure all trip hazards (i.e. electric cords, hoses, ropes, etc.)** All tents and booth structures must abide by safety measures to insure the booth is adequately secured in case of bad weather or strong winds.
- The Trenton Summer Festival Committee, City of Trenton and Volunteers are not responsible for any damages resulting from the use of electricity in your booth. By choosing to pay for electricity, you accept all responsibility for damages incurred by power surges, failures, or any other electrical issues.
- Smoking and alcohol are not permitted within your space.**
- No animals are allowed, with the exception of approved Service Dogs.**
- No bikes, skateboards, roller blades or scooters will be allowed.**
- It is your obligation to comply with the **Americans with Disabilities Act** and make necessary modifications to your exhibit or make reasonable accommodations to service persons with disabilities.
- You must keep your space **attractive, clean and neat**. There will be a minimum charge of \$100.00 if the Trenton Summer Festival has to clean your space after festival.
- Music is permitted in your booth at low volume, does not consist of inappropriate language and does not bother others around you. If complaints are received, you will be required to remove the music.
- Amplifying devices are limited to official use only.**
- You are allowed to sell from your space only.** Selling throughout the festival area is not permitted. There is to be no walking down the street selling goods or distributing literature.
- Unofficial activities are not allowed. Games of chance, lotteries, raffles or other gambling-type activities in any way will require you to leave the festival.**
- Subletting of your space is not permitted.** You may not sell, divide, or give your space to another artist.
- Although attempts will be made to provide security for Friday and Saturday Night, please be advised that vendors assume all risk for accidents and losses to themselves and exhibits. The Trenton Summer Festival Committee will not be responsible for theft and damage to merchandise or personal property.
- Participants are strictly prohibited to lean or attach anything to light posts and other permanent fixtures in the downtown streetscape. No person shall drill holes, make modifications, paint or place graffiti on any street, building or permanent fixture. **Violators will be assessed damages.**

ARRIVAL & CHECK-IN REQUIREMENTS

- Upon arrival, first check in at the **Information Booth** located in the general area of **St. Joseph and West Jefferson**. Committee members will direct you to your area to unload your vehicle. Please be conscience of where you park to unload so that you do not block the street and prevent others from getting near their booth to unload. Please unload your vehicle as fast as you can and move it to the parking location before setting up your booth. This allows others the opportunity to get their vehicles unloaded and to set up their booth.
- When you check in, you will receive an **information packet** providing your space number to be displayed on the front of your booth. **Failure to display this number will result in a fine of \$25.00.**
- Artists and crafters are expected to remain open until **9 p.m.** on Friday and Saturday. **Attendance is required for all three (3) days.**
- A 15' fire lane must be maintained between the curb and center spaces and must remain open at all times by order of the Trenton Fire Department.**
- No vehicles will be allowed on the street until after the close of festival each day.** If you wish to leave prior to the close of festival, you will need to hand cart your goods out. Cars will not be allowed on the street until streets are cleared and determined safe for traffic by police.
- Vehicles parked in unauthorized areas will be ticketed or towed at the expense of owner.** Parking permits must be visible in windshield of vehicle.