

**KINGWOOD VOLUNTEER FIRE DEPARTMENT, INC.**

Sponsors and Producers of the

**PRESTON COUNTY BUCKWHEAT FESTIVAL**

Contract for Arts & Crafts Sales Booth

(Subject to Acceptance by Jury)

**September 30 – October 3, 2010**

*Please Complete All Information (type or neatly write in ink)*

Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone(s) Area Code (\_\_\_\_) \_\_\_\_\_ Area Code (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Webpage \_\_\_\_\_

List your 5 Best Shows:

Name of Show	Date	Gross Sales

List Shows You Have Attended in the Last Two Years:

Name of Show	Date	Gross Sales

List awards for your craft, your demonstration of your display you have received.

Award	Show	Date

Describe the craft you are submitting for jurying.

How will you demonstrate your craft?

Circle whether you are applying for  INSIDE SPACE or  OUTSIDE SPACE

Circle whether you need power  YES or  NO

List the minimum space you can effectively exhibit in. \_\_\_\_\_

On the reverse side, sketch the booth layout you prefer, showing front, rear and side dimensions. Describe any special requirements you may have. **Inside spaces are approximately 100 sq. ft. in varying depths and widths.**

Enclosed is non-refundable check or money order for 1 booth space at \$25 (2 for \$50) payable to KVFD. There is \$150 minimum commission per exhibitor. I hereby apply for entry into the Preston County Buckwheat Festival Arts & Crafts. I have read and will abide by the REGULATIONS FOR EXHIBITORS. If I am not accepted, my deposit will be returned to me.

\_\_\_\_\_  
Signature Date

**KINGWOOD VOLUNTEER FIRE DEPARTMENT, INC.**

Sponsors and Producers of the  
**PRESTON COUNTY BUCKWHEAT FESTIVAL  
ARTS & CRAFTS SHOW 2010**

**REGULATIONS FOR EXHIBITORS**

Beginning annually on the last Thursday in September, the fair is held in the Community Building on Brown Avenue in Kingwood, West Virginia, and the county seat of Preston County.

**HOW TO ENTER**

\*Return your application by April 15, 2010. We will notify you of the decision to accept by May 15, 2010. (If you were juried last year please contact Darla D. Kuhn to discuss whether there is a need to submit pictures/samples. You will need to submit pictures/samples in the event you were not juried last year. This does not automatically, however, assure you a spot in the fair.

\*Complete all parts of the application form.

\*Enclose the required pictures/samples for each category to be juried. Enclose a sample of each agricultural product to be juried. See details below.

\* Enclose a check or money order for 1 booth at \$25.00/ 2 booths at \$50.00(non-refundable) deposit payable to KVFD. If you ARE NOT accepted, the deposit will be returned to you. In the event you cancel within 60 days of the fair you forfeit the deposit. Also you need to remember that there is a minimum of \$150 per exhibitor in commissions and the \$25/\$50 deposit will not be deducted from the minimum commission fee.

\*Sign the application

\*Mail all the above to:

Preston County Buckwheat Festival  
%Darla D. Kuhn  
31 Guseman School Road (**New Address**)  
Albright, WV 26519 (Applications are due by April 15, 2010)

**APPLICATION JURY**

Demonstrations are an integral part of the Buckwheat Festival's presentation of Arts & Crafts. While we realize the impossibility of demonstrating all facets of many crafts, we do believe all crafts have some aspects which would interest festival attendees in the form of demonstration. Demonstrations, therefore, become an important factor in acceptance of craftsmen.

**NON-AGRICULTURAL CRAFTS**

Four photos are accepted per artist per category. Three should accurately represent individual works. The fourth, showing a fully-stocked display, must be up-to-date and show the scale and body of your work, as well as its presentation. These photos will be kept for future reference.

**AGRICULTURAL CRAFTS**

One photo, up-to-date and showing a fully-stocked display, and one labeled sample of your product in each category will be accepted. The photos will be kept.

## **SELECTION STANDARDS**

### **NON-AGRICULTURAL CRAFTS**

Crafts should be original and made by hand or with the necessary and appropriate tools. The basic criteria used in evaluating crafts are:

1. Quality of materials, overall craftsmanship, the toughness of finishing techniques, and sensitivity in the given use of a craft media.
2. General excellence of concept, design, and execution.
3. Originality of design, adherence to traditional designs, and good functional and/or decorative designs.

**Examples of crafts that are not acceptable and do not within the hand crafts criteria are:**

- **Pieces assembled from a kit**
- **Ceramic pieces made from commercial molds**
- **Using manufactured components such as plastic, silk, or synthetic flowers and purchased parts**
- **Using significant amounts of commercial laces of fabric items**
- **Using hot glue as a primary method of attaching parts**
- **Leather that is not hand crafted**
- **Offset prints**
- **Commercial reproductions**
- **Commercially cast jewelry**
- **Commercially made forms, products, or settings of any kind**

### **AGRICULTURAL PRODUCTS**

Agricultural products such as vinegar, syrups, jellies and butters, candies, honey and honey products, flours and meals, baked good, herbal products, bath and body products and gourmet products must meet the requirements of the State Department of Agriculture and the State Department of Health.

Questions, including a request for the publication Consumer Package Label Requirements may be directed to the West Virginia Department of Agriculture, Marketing and Development Division, 1900 Kanawha Blvd., E., Charleston, WV 25305-0178. (304) 558-2210.

The basis criteria used in evaluating agricultural crafts are:

1. Taste, or appropriate sensory quality
2. Packaging, including appropriate labels which show:
  - a. Name of product
  - b. Either, exhibitor's name and complete address or exhibitor's name, city and telephone number
  - c. Quantity of product, such as weight of jar size.
  - d. Ingredients, listed in descending order by weight.
3. Presentation and display of products.

## **PARTICIPATION RULES**

All work **MUST** be designed and executed by the accepted artist.

Artist **MUST** be present with their work for the entire four days of the fair during the following hours:

Thursday, September 30	12:00 Noon to 10:00PM
Friday, October 1	10:00AM to 9:00PM.
Saturday, October 2	10:00AM to 9:00PM
Sunday, October 3	10:00AM to 4:00PM

No vehicles will be permitted in the Courtyard or driveway during the festival operating hours. Failure to observe this safety precaution and the traffic instructions of our traffic director at all times shall disqualify the artist from future participation in the fair.

No booth or display may be dismantled or removed from its assigned space prior to 4:00PM, Sunday.

Artists may show work only in the category approved.

Photos must represent the work to be shown.

All work must be for sale.

Exhibitor's booths must not interfere with adjacent exhibitors.

All crafts people, both in West Virginia and out-of-state are responsible for collecting West Virginia sale tax on all sales made at the Festival. **You are responsible for having you WV Business License with you at the fair. A representation from the State Tax Office routinely checks with each artisan at the fair.**

Each exhibitor must keep sales records according to procedures established by the Festival Arts & Crafts Committee.

The Committee reserves the right to make a termination on any of the above rules. It also reserves the right to accept or decline any applicant as it deems necessary and may remove **all or part of an exhibit that it deems in violation of the participation rules.**

## **FEES**

The Festival shall receive 15% of total gross sales from each booth and 10% of orders taken at the Festival. A non-refundable deposit of \$25.00 made payable to KVFD must accompany your application for 1 booth space. If you are requesting 2 booth spaces please submit \$50.00 (It will be returned if not accepted.) **There is a minimum of \$150.00 per exhibitor in commissions and the \$25 deposit will not be deducted from this.**

## **SPACE ASSIGNEMENT**

Space is on an assigned basis only and cannot be divided, sold, or given to other artists. Two artists may share a space, if both have applied and been accepted by the jury. Please indicate this information on the application.

## **INDOORS**

An open space of **approximately 100 square feet** is assigned to each exhibitor. Every effort is made to respond to special requests. Please indicate any request on your application form. Exhibitors should bring their own setup, including tables, chairs, backdrops, shelving, etc. Be creative in your set up as this many positively add to the atmosphere and entire interest.

## **OUTDOORS**

Open air spaces on pavement are assigned based upon utility requirements and vehicle size.

## **AT THE FESTIVAL**

**Setup** – The exhibit area will be open for setup on Wednesday from 1:00PM to 7:00PM. It will reopen on Thursday at 7:30AM.

**Parking** – A daily parking pass will be issued to each exhibitor.

**Security** – Will be provided at night, however, fixtures and/or art work left overnight will be done so at the exhibitor's risk. The festival sponsors do not carry insurance to cover artist's personal property.

**Light refreshments** – Will be provided in the exhibitor's lounge.

**We do not provide change.** Please make arrangements accordingly.

2010

Darla D. Kuhn 31 Guseman School Road Albright, WV 26519

Phone (304) 379-2203 evenings

Email address: [dkuhn@frontiernet.net](mailto:dkuhn@frontiernet.net)