



## ARTIST MARKET INFORMATION & RULES

The Fort Armstrong Folk Festival invites you to take part in the 43<sup>rd</sup> celebration of our community's heritage. This 4-day festival is held along the banks of the Allegheny River in Riverfront Park, Kittanning, Pennsylvania.

Kittanning, believed to have been one of the largest Delaware (Lenni Len-a-pe & Shawnee) Native American village settlements west of the Allegheny Mountains, is located 45 miles north of Pittsburgh (Route 28), and 70 miles east of Youngstown, Ohio (Route 422).

**This application serves as a contract for exhibiting at the Fort Armstrong Folk Festival. Upon acceptance, exhibitors in the Artist Market will be held to the rules & guidelines listed in this contract. Please read carefully and retain a copy of the application/contract and the conditions of the show for your records.**

### Festival Dates & Times

Thursday & Friday, July 31-August 1	5pm-10pm
Saturday, August 2	Noon-10pm
Sunday, August 3	Noon-9pm

### How to Apply

1. Complete, sign and date the Application/Contract.
2. Submit the application by June 27, 2014.
  - a. If you are a **returning exhibitor** and would like to reserve a specific space, you must apply by **May 31<sup>st</sup>**. Spaces may be assigned to new exhibitors after this date.
3. Make checks/money orders payable to FAFF:
  - a. A separate non-refundable \$25 check/money order for the application fee.
  - b. A check/money order for the Booth Fee(s):
    - i. \$300 (12' frontage x 10' depth) = 1 Booth Space
    - ii. \$600 (24' frontage x 10' depth) = 2 Booth Spaces
    - iii. \$900 (36' frontage x 10' depth) = 3 Booth Spaces
  - c. Add \$50 if additional electric is needed (one 60 amp outlet per booth space is included). Please describe additional electric needs.
4. Send photos clearly marked with name, medium & prices (see photos section below).
5. Mail above materials to:  
FAFF Artist Market  
PO Box 991  
Kittanning, PA 16201

*The goal & mission of the Fort Armstrong Folk Festival is to provide traditional fine arts & crafts, educational activities, & live performing artists to entertain & enrich the community, while preserving & demonstrating Pennsylvania's historical & living heritage.*

*The Fort Armstrong Folk Festival is a not-for-profit, volunteer organization whose mission is to promote & pay tribute to Armstrong County's heritage. Through the involvement of juried artisans, volunteers, entertainers & business partners, the Festival presents an entertaining, educational and community driven event.*

**Awards**, selected by an independent committee, are presented at a FREE Exhibitor's Lunch on the Saturday of the Festival.

### **Fort Armstrong Folk Festival Rules & Conditions**

- ALL ITEMS MUST BE HANDMADE. The main criteria for acceptance are the quality and uniqueness of your work, along with the category/medium needs of the Festival. Reproductions of artworks are permitted if processed by the artist or under the artist's supervision. Reproductions must be clearly labeled with a description of the process. No buy/sell or import items accepted – this will be strictly enforced.
  - When it is necessary to use commercially produced materials to complete the work of art, the pre-manufactured components must be subordinate [secondary] to the original artistic interpretation of the finished product and cannot be sold separately.
- This festival is juried. A selection committee reviews all information submitted with your application to determine acceptance to the festival. All artwork exhibited must be originally created and hand-produced by the artist. The selection committee will circulate through the festival every day to review work within the booths.
- **Exhibitors are required to wear pre-1900, historical period dress during all open hours. A list of resources is available at [www.armstrongfestival.com](http://www.armstrongfestival.com).**
- Acceptance notifications for new exhibitors will be sent out beginning June 2. Applications will continue to be accepted until July 25, if space is available.
- Rejected applicants will receive a 100% refund of booth fees, with notice of rejection, along with their photos.
- A \$35 fee will be charged each time a check is returned by the Exhibitor's bank.
- Cancellation: An application is a commitment to show. No full refunds will be given after the acceptance notice is sent. Booth fees are refundable if the FAFF is notified of cancellation by June 2, 2014.
- If work shown at the Festival is inconsistent with the photos submitted or includes inappropriate work or displays, you will be asked to remove the work, booth space may be terminated without refund, and you may not be accepted at future shows.
- Exhibitors are responsible for delivery, handling, assembly & removal of his/her own displays & materials. All displays must be contained within the assigned booth space.
- All Artist Market exhibitors will be issued a Vehicle Parking Pass which must be displayed on the windshield of the vehicle. Designated parking areas will be posted and announced.
- The Exhibitor must be the person who designs the work or is a principal of the business, and must be present to show their work. The Exhibitor also agrees not to sublet or apportion to anyone else, said space. Exhibitor is permitted to have assistants in selling work, but may not employ sales agents in lieu of him/herself at the festival.
- No vendor is given exclusivity. If accepted, the Festival is under no obligation to rent booth space to the Exhibitor in future festivals. Booth locations will be assigned in accordance with the best interests of the Festival, which the Festival, at its sole discretion, shall have the right to decide.
- Exhibitor agrees to occupy booth space as assigned, to be open & staffed during all regular Festival hours. If the Exhibitor does not occupy or staff said space, then the Festival is authorized to occupy said space without any refunds or allowances to the Exhibitor and without releasing the Exhibitor from any liability there under. Exhibitors not occupying their assigned spaces by the noon of the Festival start day may be replaced with stand-by Exhibitors with no refund or allowance whatsoever. Anyone arriving late, breaking down or leaving before closing any day of the Festival may be refused entrance to future festivals. It is permissible to break down/pack up on Monday morning after the Festival.
- General Liability coverage and property insurance is strongly encouraged and must be obtained at the Exhibitor's own expense. Exhibitors are required to have any and all business licenses and permits that are needed for his/her operation.
- All pertinent fire codes, laws, ordinance and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped or otherwise fixed to any community or private property.
- Exhibitors agree to obtain written permission from the Festival prior to using the Festival logo, or any photos/art from the Fort Armstrong Folk Festival website in connection with their business.
- This contract constitutes the entire contract between parties and no waivers, modifications or amendments shall be valid unless written upon or attached hereto and shall be approved in writing by the Fort Armstrong Folk Festival.

### **Photos**

- FAFF is not responsible for loss or damage to images. Images will be held for verification of work until the end of the Festival and may be retrieved from the Information Booth during the final day of the Festival. Photos should be of good quality. Please print all information on the back of the photos.
  - Photos should include: Appropriate & accurate representation of the quality and nature of the work to be exhibited at the Festival; One photo of your booth display for content & appearance; One photo of the artist for publicity purposes.

**[WWW.ARMSTRONGFESTIVAL.COM](http://WWW.ARMSTRONGFESTIVAL.COM)**

INFO@ARMSTRONGFESTIVAL.COM | PO Box 991, KITTANNING, PA 16201 | 724.543.6363

FOLLOW US ON FACEBOOK!



FORT ARMSTRONG FOLK FESTIVAL



**ARTIST MARKET**

# APPLICATION & CONTRACT

Please complete, sign and return by **June 27, 2014**

Type or print clearly.

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

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

Address, City, State, Zip: \_\_\_\_\_

Home/Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

PA State Sales Tax License #: \_\_\_\_\_

**Applications will NOT be processed without Tax #**

Single Booth (\$300)       Double Booth (\$600)       Triple Booth (\$900)

Additional electric (\$50) [1 outlet is included in booth fee]

Returning Exhibitor       New Applicant/Exhibitor

I would like the same booth space as last year (#\_\_\_\_), if possible (application due by May 31, 2014)

Price Range of products: \_\_\_\_\_

Describe your work, including techniques, media, materials, and/or process used. Detailed information and proof of the HAND CRAFTED art must be included to be considered for acceptance. This information will be used in the selection process to compare and contrast your work with others in the same category. Artists who demonstrate their art during the Festival are preferred and given extra consideration. Please explain in detail how you will demonstrate your art. You may attach an additional page(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Release & Acceptance of Rules

I, the applicant, have read the "Artist Market Information & Rules" and agree to abide by said conditions. In addition, I, the applicant do expressly release the Fort Armstrong Folk Festival of and from any and all liability for any property damage, injury or loss to any person, business or property which may arise from the occupation of the exhibit space by the applicant, and agree to hold the Festival harmless of any damage, injury or loss by reason thereof. In consideration of the 2014 Fort Armstrong Folk Festival's acceptance of my application, I agree to accept all decisions of the Festival as final and will abide by the policies of the Fort Armstrong Folk Festival. The Festival will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to acts of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any other cause beyond the Festival's control. I understand if this application/contract is not accepted, all booth and electric fees and photos will be returned by mail. If this application/contract is accepted, I give permission to use my name, business name, photos and their descriptions, item prices and any photographs, video, or images taken of me or my items for any and all purposes.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Fees:

*Please send separate checks/money orders for all that apply. Please make payable to FAFF.*

\$25 Application Fee      check # \_\_\_\_\_

Booth Fee (circle one) \$300 Single \$600 Double \$900 Triple      check # \_\_\_\_\_

\$50 Additional Electric (ONLY if needed)

**Application Deadline: June 27, 2014**  
**Returning exhibitors with specific space requests: May 31, 2014**