

# **THE KIRBY-HILL HOUSE**

## **2022 ANNUAL ART EXTRAVAGANZA**

### **INTRODUCTION**

The Kirby-Hill House Educational Foundation, Inc. (Kirby) is pleased to announce its 2022 Annual Art Extravaganza! This event will take place on Saturday, April 23<sup>rd</sup> from 10am-4pm at the Kirby-Hill House and will showcase arts and crafts made by local artists and artisans.

One way you can participate is by renting a booth space where you can display and sell your handmade arts and crafts items. The purpose of this document is to outline the guidelines and expectations of the Kirby. If this document fails to answer your questions please view the other documents linked on our website or reach out to us with your questions via phone, Facebook, or email.

### **BOOTH RENTAL GUIDELINES**

#### **ACCEPTABLE MERCHANDISE**

The Kirby offers booth spaces for rent during the Art Extravaganza event in hopes of providing an opportunity for local artisans and crafters to connect with buyers in the local community. All merchandise must be the original concept and creation of the vendor. Mass produced, commercial or imported products, items produced from a kit, or garage sale type items are NOT permitted. Merchandise offered for sale must be handmade or significantly enhanced/altered from its original state. The purpose of this event is to promote art and handmade crafts.

Do you harvest your own beehives to create beeswax candles? Do you know someone who creates chainsaw sculptures? Do you make jewelry from old silverware? Know someone who paints custom pet portraits? All of these examples (and many, many more) are welcome additions to our event. That said, despite being handmade some items such as weaponry, food or drink, or body care products will not be accepted. If you have questions about whether or not your products are acceptable for this event, please feel free to call or email.

## **REGISTRATION**

You must apply for a booth space and receive confirmation from the Kirby that your application has been approved before bringing your items to the event. The Kirby must receive your completed registration form by 5pm on Wed., April 20th.

You can complete a registration form by:

- visiting our website. We have a form that can be submitted online, or you may print a paper copy of the form.
- picking up a paper copy at the Kirby\*. You can complete the form on the spot and turn it in, drop it by at a later date, or mail it back to the Kirby.  
\*NOTE: It's a good idea to call ahead to ensure someone will be there.

A Kirby representative will contact you within 1-2 business days of receiving your application. Acceptance of your application will be based on, but not limited to, the following:

- previous history dealing with the Kirby (if any)
- our desire to offer a variety of handmade goods
- your timely completion of the registration/payment process

Once acceptance is confirmed, make arrangements to pay your booth rental fee. Do NOT send payment until you have been contacted by a Kirby representative.

## **WHAT TO EXPECT**

- The cost is \$20 per booth space, or \$25 if you need access to electricity.
- All booth spaces are 15'x15' and will be clearly marked when you arrive.
- Vendor check-in begins at 8am. The event begins at 10am.
- With the exception of situating booths that have requested electric access closest to the house, booth spaces are assigned on a first come, first pick basis.
- The space you choose, or which is assigned to you at check-in, is the only space allotted to you. Displays must be contained within your allotted space. Please do not "spread".
- Booth spaces are located outside on the lawn. We will make an effort to avoid muddy spots, ants, etc., when marking out booth spaces, but please be aware the ground under your space may be wet, uneven, etc.
- Restroom facilities are available.

## WHAT IS EXPECTED OF YOU

- Your booth rental fee must be paid by 10am on the day of the event.
- You may not use a generator to provide electricity to your booth.
- Please refrain from operating loud equipment during the event (radios, fans, machinery used for demonstrative purposes, etc.).
- You will be asked to move your vehicle to the parking area once you have finished unloading items for your booth (no later than 9:45am).
- You are required to bring your own extension cords, tables, chairs, tents, canopies, lights, tarps, or any other item you require for your display. The Kirby will not provide any equipment to you.
- If you are using a tent or canopy you must securely weight or anchor the legs to the ground to prevent it from blowing away and causing injury to yourself or others.
- Vendors should arrive prepared for inclement weather with tie-downs, weights, and rain covers to protect their merchandise.
- Vendors should maintain a neat, orderly, and safe booth environment during the event. Keep walk paths clear of boxes/merchandise, extension cords out of pathways, supplies and overstock stowed and hidden under tables or in your vehicle, etc.
- Maintain a friendly and professional demeanor when interacting with others.
- Prospective vendors should not promote their participation on social media or any other platform until they have received confirmation that their application has been accepted by the Kirby. However, we encourage *accepted* vendors to advertise their participation in our event and can provide promotional materials, links, etc., upon request.
- Vendors should not expect WiFi access or internet connection to process sales. You must bring whatever equipment you require if you intend to accept electronic payments.
- Sales are not guaranteed, nor are you required to report them to the Kirby. Vendors are solely responsible for adhering to any local, state, or federal laws regarding the need to report income, collect sales tax, etc.
- Vendors may not pack up or vacate their booth area until the event ends at 4pm. Vehicles will not be allowed on event grounds until after 4pm.
- Vendors are expected to pack up their booths and be clear of the Kirby grounds no later than 5:30pm.

## **WHAT IS EXPECTED OF YOU (cont.)**

- Vendors are responsible for removing any trash they create and for leaving their areas clean.
- Pets are not allowed on the Kirby grounds. No exceptions. Do not leave animals in your vehicle. Service animals are permitted with proper documentation.
- If your children will be with you as you work your booth, please keep them close to you. Kirby staff will not be responsible for supervising unaccompanied minors.
- Do not leave your booth unattended. The Kirby is not liable for loss or damage to your merchandise or belongings.

The Kirby reserves the right to deny an applicant for any reason. The Kirby reserves the right to cancel, reject, or remove a vendor from the event for any behavior that is deemed to be a violation of these guidelines for participation. If you are asked to leave the event in the middle of the activity you will not be refunded and you will be barred from participating in future events hosted by the Kirby.

## **REFUNDS**

- This is an all-weather event. In the case of inclement weather, the Art Extravaganza will proceed as planned. It is your responsibility to check the weather forecast in advance and make your decision whether to proceed with your plans to operate a booth or request a refund.
- Regardless of your reasons for doing so, the Kirby must receive your written request to cancel your registration no later than 5pm on Wednesday, April 20<sup>th</sup>. Refunds will NOT be issued if your cancellation request is received after this date and time. No exceptions.
- Timely and properly submitted cancellations will receive a refund of their booth rental fee, less \$5. Refunds will be issued within 5-7 business days.
- In the event that Kirby leadership makes the decision to cancel or reschedule the event due to weather or other unforeseen circumstances, a full refund of all paid booth rental fees will be issued within 5-7 business days.