



Application for Arts and Crafts Booth Space  
for the  
**35<sup>th</sup> Annual Old Washington Street Festival**  
**Saturday & Sunday September 17<sup>th</sup> & 18<sup>th</sup>, 2011**  
**10 am to 5 pm Saturday –11 am to 5 pm Sunday**  
**In the Historic East Central Neighborhood of Muncie**  
[www.muncie-ecna.org](http://www.muncie-ecna.org)



Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_  
Email \_\_\_\_\_

fabric  paper  glass  wax  metal  clay  wood  
 recycled  multi media  photos  oil  watercolors  historical  
Describe your art/craft form and presentation accurately:

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

**Booth Space Fees**

10ft (w) x 10ft (d) booth.....\$30.00    after Aug 1<sup>st</sup> \$45.00  
 20ft (w) x 10ft (d) booth.....\$60.00    after Aug 1<sup>st</sup> \$75.00

Electricity  Yes  No  110 volt  15 amps  20 amps **additional \$10.00 fee**  
Bring a properly rated ext. cord at least 50 to 100 ft in length.

- ❖ **All applications must** include 4 photos of your art/craft. **This is a juried festival.** You will be notified of your acceptance. If accepted your notification will be sent approximately 2 weeks after your application is received.
- ❖ Mail your application with Check or Money Order to **the Old Washington St. Festival Committee, 615 E Washington St. Muncie, IN 47305**, no later than Aug 1<sup>st</sup>, 2011. **After Aug 1<sup>st</sup>, applications will be accepted only if space is available and applicants will not be listed in festival brochure.**
- ❖ Make Check or M.O. payable to the **Old Washington Street Festival**
- ❖ Pre-payment of booth fee is required with application, and is non-refundable, upon acceptance.
- ❖ The Festival is “Rain or Shine” – No packing up before 5:00 pm
- ❖ **NO WHEELED** vendor trailers are permitted in the arts/crafts, demonstration, historically appropriate or non-profit informational area.
- ❖ **ALL VENDORS** must follow the OWSF Guidelines and Polices.

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

**Signing this application states that the items submitted in your photos to the festival jury are the items you intend to sell and if approved, are the only items that may be sold in your booth at the OSWF. You are also signing that you have read and agree to the guidelines and policies on the back of this application**

# Old Washington Street Festival Guidelines and Policies

## Exhibition Space

Booth spaces are for individual artists and craftspersons or for non-retail food vendors. The booth spaces are 10' by 10' or 10' by 20'. Requests for electricity (110 V) must be made at time of application (there will be an additional fee).

Artists must furnish their own tents, tables, chairs, sacks, and any display items. Your booth location will be available at the OWSF Information Booth. The booth is located at the intersection of E. Washington St. and N. Vine St. and will be manned starting at 5:00 pm on the Friday immediately preceding the festival. Only your juried works of art or food that have been approved by the festival committee may be sold in your booth. No flea market items are allowed. Exhibitors are required to clean up their space at the end of each day. No packing up before 5:00 pm each day.

## The Selection Process

The artists and craftspersons selected to exhibit will be determined by cd's or photos reviewed by the jury, which will consist of Festival Committee members and professional artists and craftspersons. All work must be original and done by the exhibitor. No one medium will be disproportionately represented. The Festival Committee reserves the right to refuse any artist and craftsperson to exhibit work that has not been submitted and approved. Fee schedules are on the applications.

## Artists Entries

Please submit the enclosed entry form along with your check or money order (made payable to the Old Washington Street Festival) and enclosed cd's or photographs for each medium. The jury will make the decision based on your submission. Include the name of the artist's or craftsperson, the medium, or your work photographed on each cd's or photograph. If you have exhibited in the past, this is not a guarantee of return. You must submit cd's or photographs with each entry.

## Foods Participants Entries

Terms of participation are on the enclosed application. A complete menu must be included in order to attempt to limit duplicates. No one food item will be exclusive to any one vendor. **If a trailer is being used a photo must be included.**

A certificate of insurance is required of all food vendors, and a certificate from the Delaware County Board of Health Dept. 765-747-7721. Water will be provided but each vendor must provide a food quality hose.

## Security

The East Central Neighborhood Association is NOT responsible for damage, theft or loss. The grounds will be patrolled from 5:00 pm Friday to 8:00 pm Sunday, but we recommend setting up each morning.

## Additional Policies

No Wheeled Vehicles will be allowed with the exception of food vendors.

Please respect the spirit of the Festival by refraining from promoting personal agendas or public petitions.

Political participants must stay within their respected areas.

No individual music within the booth space without prior festival committees approval.

**In an attempt to enhance the historic atmosphere of the Festival, all exhibitors are encouraged to dress in period (1880-1930) appropriate attire.**