

WESTERN WELCOME WEEK • 2017 ARTS & CRAFTS POLICIES & PROCEDURES

Please retain a copy of the policies for your records

Handmade Originals Only... ALL WORK MUST BE THE ORIGINAL WORK OF THE ARTIST.

Unacceptable items include wholesale, brokered, merchandise mart, or imported items, **no** factory-made items, ready-made kits, franchised, seconds, and commercially produced items. Removal of questionable items or displays on Festival Day will be the discretion of WWW officials. Food items for sale at the fair must be packaged and sealed, samples may be made available for taste test only. **No other food or beverage items are to be sold or give out without the prior approval of WWW.** Food items for consumption on the premises must be sold at designated concession sites only. Please keep in mind that Littleton Merchants may have booths placed among the craft booths, nonprofit space is available and commercial spaces are provided for sponsors of Western Welcome Week. There is also a downtown Littleton Bazaar happening at the same time.

Categories...Please be specific on your application

Please check all categories that apply and give a brief description of all "original handcrafted" crafts sold on the application form. Exclusivity of craft(s) is not granted, however, some crafts may be limited due to the number of "like" applications received.

Booth Space...10'x10' booth spaces are in the street placed side-by-side, visible from the front. **Electricity is not available and generators are not permitted without prior approval. Crafters are responsible for their own set up, including tables, chairs, canopy, etc.** The canopy must be weighted; **no** stakes, guide wires or ropes may be used in the construction of any booth. Some booth spaces are in front of merchants, therefore, **no backdrops are allowed.** Because this is a street fair, leveling may be necessary. Exhibitors are responsible for their own trash and must have a trash receptacle in the booth. **Crafters may not leave their booth to solicit sales or distribute information.** Due to close proximity of booths, **crafters must conduct business and contain goods within assigned booth space – no expansion outside the 10'x10' area, including the sidewalks.** Crafters may rent additional space if needed.

Registration...Advance registration is required with the entry fee (no post-dated checks accepted). **Deadline is July 1, 2017. The fee is \$125 per 10'x10' space.** Two artists may share a booth and registration fee; however, both artists must complete an application with photos and be acceptable to WWW. No more than two artists may share a booth space. **Make check payable to Western Welcome Week, 5890 S. Bemis St., Littleton, CO 80120-2010.**

Space Requests... Spaces will be assigned taking into consideration the number of years a crafter has participated and mixing the types of crafts. The Festival Committee makes every effort to place exhibitors in requested areas or as close as possible. 2017 booth space can be reserved for 2018 for \$105 (\$20 discount from regular \$125 fee) by completing the reservation application on Festival Day 2017 or returning to the WWW office by October 15, 2017.

Notification...Accepted exhibitors will be notified via email within one month of application receipt. Instructions, maps, booth numbers, etc., will be emailed in July via email address info@westernwelcomeweek.org

DEADLINE: July 1, 2017

Photos Required... Photos determine acceptability into the Festival. Include a minimum of three (3) photos including each artist's work, one of your booth if available, and most importantly, one of the artist(s) working on his/her craft. Digital photos are acceptable, printed and mailed with application or emailed to info@westernwelcomeweek.org. Photos are required even if you have participated in the festival before. Photos will not be returned to the artist.

Cancellations and Waiting Lists...Cancellations must be made in writing prior to July 15, 2016 to receive a refund of \$100; \$25 of the entry fee will be retained for administrative costs. **Cancellations received July 16, 2016 or later will result in no refund.** Once booth assignments are made, a waiting list will be established. If cancellations occur, we will contact the first person on the waiting list, and so on.

No Show – No Refund...All space assignments are final. WWW will strive to maintain a balance of exhibitors. Any booths not claimed by 7:30am on Festival Day may be reassigned to waiting crafters. Refunds will not be made for "no shows".

Sales Tax... Crafters are responsible for obtaining a Colorado State Sales Tax License and collecting and submitting the appropriate sales tax. City of Littleton Sales Tax is currently 7.25%, (2.9% State of CO, 3% Littleton, .25% Arapahoe County, and 1.1% RTD/Cultural), is due by September 20, 2017. Tax calculation can be obtained through the State web site and are not provided by WWW. The web site is <http://www.salestaxstates.com/sales-tax-calculator-colorado-littleton-80120>

Weather... Be advised that Western Welcome Week has specific dates for events and events are not cancelled due to inclement weather and no refunds are made. However, if weather creates a safety issue Western Welcome Week reserves the right to terminate or postpone the event.

Unloading and Dismantling...Unloading begins at 5:30am. Saturday, August 15. Volunteers are available to give directions. All vehicles must be off the street by 7:30am or may be towed and fined. Set-up must be completed by 8am. Plan to remain at the festival during the specified hours (8am to 5pm) Dismantling early will be noted, and may constitute being excluded from the following year's festival. Your area must be cleared of all construction material and trash before you leave.

Reservation of Rights... Western Welcome Week, Inc., (WWW) a nonprofit organization, reserves the right to refuse participation to any group, groups, individuals, an individual, association, business, or any other entity of any nature or type that WWW feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively upon WWW, an individual or group.

Western Welcome Week • 5890 S. Bemis St., Littleton 80120
303-794-4870
info@westernwelcomeweek.org • www.westernwelcomeweek.org