



## Burke Centre Conservancy Annual Festival

6060 Burke Centre Parkway  
Burke, VA 22015-3702

• Phone: (703) 978-2928

• Fax: (703) 978-1073

• [www.burkecentre.com](http://www.burkecentre.com)

March 2019

Dear Artist/Crafter:

Burke Centre's Annual Festival weekend will be held this year on September 7 & 8, 2019. The Burke Centre Festival Team is so pleased to host one of the most recognized events of its kind in the Northern Virginia area. The continuing success of our festival is largely due to the juried arts and crafts show, which continues to be a popular highlight each and every year.

Efforts are made every year to enhance the experience of our exhibitors. Some of the benefits available to our exhibitors include:

- Roving staff members and volunteers on site throughout the weekend who are assigned specifically to help serve your needs during the festival
- Free continental breakfast and coffee served 7-8:30 AM for all exhibitors on both days
- Large, 12 x 12' booth spaces
- Security – overnight on Friday and Saturday; daytime grounds patrols on Saturday and Sunday
- Ongoing publicity efforts to include web site and social media promotions for accepted exhibitors who provide photos and written background statements electronically
- Limits on booths selling the same or similar products
- Strategic booth placement to avoid having similar vendors nearby or next to one another

Additional features include a free shuttle bus service, nationally recognized performers, visually dynamic amusement rides, midway games, Birds of Prey and wildlife shows, roving characters, free children's activities such as high-quality face painting, an after-hours wine garden (Saturday only), festival foods, and, most importantly, a true sense of community.

Specific space requests can not be accommodated; however, there are a few corner/end spaces that are available for an extra charge of \$40. Corner/end spaces are limited and will be granted on a first-come, first-served basis. Note that the \$40 corner/end booth fee will be applied in addition to the regular booth fee. (See attached application for rates.) If the end spaces are sold out when your application is received, the \$40 fee will be refunded. **Note: These spots sell out quickly!**

Please remember that exhibitors are expected to participate during both days of the show. The festival is held outdoors and is a rain or shine event. Due to strict insurance and liability requirements, there is no access available inside Conservancy buildings. Portable restrooms with working sinks and handicap access will be available on site at a variety of locations.

We look forward to seeing and working with you this year! You are encouraged to apply soon to benefit from the early and long-term festival publicity we will generate for this year's show. If you have any questions, please do not hesitate to contact us at the Burke Centre Conservancy office, (703) 978-2928.

Sincerely,

*The 2019 Festival Team*



# ARTIST/CRAFTER EXHIBITOR APPLICATION SEPTEMBER 7 & 8, 2019

Please return this form, photos of merchandise and set-up, and application fee to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702. Attn: Festival Staff. **Due by July 5, 2019.** Please print legibly or type in text below. Thank you!

Applicant/Point of Contact: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_ Handicap Needs (list if applicable): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type(s) of Arts/Crafts and list specific items to be sold (attach add'l sheet if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Important: NO NEW ITEMS may be INTRODUCED OR DISPLAYED after application has been accepted.*

Please check all  \$150 Non-Resident: 1<sup>st</sup> space OR  \$100 Burke Centre Resident: 1<sup>st</sup> space  
that apply:  \$125 Non-Resident: 2<sup>nd</sup> space  \$75 Burke Centre Resident: 2<sup>nd</sup> space  
 \$40 Corner/End Space Requested TOTAL PAYMENT: \$ \_\_\_\_\_

**PUBLICITY RELEASE:** Your signature below authorizes the release of information about your business, including pictures and contacts, to local media representatives upon request. This type of information is typically used for feature write-ups in local newspapers and web site publicity. **OPT-OUT: Please initial here if you DO NOT allow this information to be released: [ ]**

*Payment by check is preferred! If you wish to apply by mail and pay by credit card, please complete this section:*  
 VISA or  MASTERCARD (please check one) TOTAL AMT CHARGED: \$ \_\_\_\_\_  
CARD NO: \_\_\_\_\_ EXPIRATION: \_\_\_\_/\_\_\_\_ CVV # \_\_\_\_\_  
PRINT CARD HOLDER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\*BILLING ADDRESS: \_\_\_\_\_

**What is a CVV number?** It is the security code found on the back side of your credit card following your account number. The CVV number is typically represented by the last three numbers shown. \*The billing Address must match the exact address where the card is billed.

**Signature** (approves above info including credit card pmt if applicable)

**Date** \_\_\_\_\_

\*\*\*\*\* (FOR OFFICE USE ONLY) \*\*\*\*\*

Date Received: \_\_\_\_\_  
Amt Paid: \$ \_\_\_\_\_  
Add'l Corner Pmt: \$ \_\_\_\_\_

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Refund Date: \_\_\_\_\_

Space Assignment: \_\_\_\_\_  
Category: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

# 2019 ARTIST/CRAFTER EXHIBITOR GUIDELINES

**DATES:** Saturday & Sunday, September 7 & 8, 2019 **OUTDOORS -- RAIN OR SHINE!**  
**HOURS:** **Saturday: 9:30 AM-5:00 PM & Sunday: 11:00 AM-5:00 PM**  
**FEES:** \* See reverse\*  
**DEADLINE:** **July 5, 2019** **INQUIRIES: Festival Team – (703) 978-2928**

The artist/crafter exhibitor guidelines have been established in an effort to promote fairness among all festival exhibitors. The Festival Team will do its best to ensure these guidelines are followed during the festival weekend. In the unlikely event an exhibitor is found to be operating outside of these guidelines, the exhibitor will be given a chance to correct the issue. If this effort is unsuccessful, the exhibitor will then have to leave the premises and will not be invited back to future shows. Please note the following:

- 1. All items must be HAND-CRAFTED, ORIGINAL WORK. Imports, kits or items from kits may NOT be exhibited or sold. *If your application is accepted, and at the show it is discovered your item(s) do not actually meet this criteria, you will be asked to leave.* NO NEW ITEMS may be INTRODUCED OR DISPLAYED after application has been accepted.** Only the items listed and pictured with the application may be displayed or sold from the booth. Other businesses may not sell or be advertised from your booth.
- 2. We love pets, however; they don't always do well with crowds. Therefore, we no longer can allow pets on the Festival Grounds and they may not be kept in or around booth spaces during the event by exhibitors.**
- 3. Exhibitors must be present for both days of the festival. Please plan accordingly. Booth spaces are 12'x12' which allows sufficient room for tents/canopies. Exhibitors that show up for only one day or leave early for any reason, including inclement weather, will not be invited to participate in following year(s).**
- 4. All exhibitors must provide their own power, tables, chairs and canopies as needed. Electricity is not available on site. If using a generator, it must be rated as "Low-Noise" or "Noise-Free".**
- 5. Crafter/artist exhibitor spaces are located on a grassy area. Please note that in most case these spaces are **not** on level ground. **Specific space requests may be considered on a case-by-case basis; however, there is no guarantee the request can be honored.****
- 6. Access to RESTROOMS in Conservancy buildings is NOT allowed** due to insurance-liability requirements. There are no exceptions to this policy. **PORTABLE RESTROOMS** with working sinks and handicap access will be provided for the weekend.
- 7. Overnight security will patrol the grounds on both Friday & Saturday evenings. Daytime security patrols will also be on site during both days of the show. If you choose to leave your exhibit/display on the Festival grounds overnight, all merchandise must be secured. The Burke Centre Conservancy is not responsible for any lost or stolen funds, merchandise or any other items. **Please secure valuables at all times!****
- 8. Detailed instructions, space assignments, site & entrance maps, etc. will be sent out to all accepted applicants before the festival weekend. A refund check will be issued after the application deadline for applications that are not accepted. **Photos submitted with applications may NOT be returned.****
- 9. No refunds will be made once an application has been accepted. However, if you have last-minute/extenuating circumstances that will prevent you from attending, you may submit a written request to [festival@burkecentre.org](mailto:festival@burkecentre.org) for the amount paid to be credited and applied to purchase space at the following year's Festival.**

**APPLICATION INSTRUCTIONS:** Please fill out the application form completely, as applicable.

- 1. Enclose with your application at least *four color* photographs of your work. At least one of the photographs must show your display. Please write your name on the back of each photograph. *(All photos may be printed on one or two pages as long as all items and displays pictured are clearly visible.)***
- 3. Make checks for the application fee(s) payable to the BURKE CENTRE CONSERVANCY. All checks are deposited upon receipt. Refunds will be issued for vendors who are not accepted into the show.**
- 4. No application will be considered without photos and fee.**
- 5. Send applications to the address noted on the reverse side of this application or send via email to: [festival@burkecentre.org](mailto:festival@burkecentre.org).**

**Help us to make this show even better! You are a huge part of the success of our show and your input is very valuable to us. Please send any suggestions/comments to [festival@burkecentre.org](mailto:festival@burkecentre.org). THANK YOU!**