



Burke Centre Conservancy

Annual Festival 2024

6060 Burke Centre Parkway
Burke, VA 22015-3702

• Phone: (703) 978-2928 • Fax: (703) 978-1073 • Email: BCfestival@burkecentre.org • Website: www.burkecentre.com

Dear Artist/Crafter,

We are so excited to welcome you to the Burke Centre Festival weekend this year. This beloved community event will be held on September 7 & 8, 2024, and we need you there to help make it happen! The past successes of this festival are largely due to the arts and crafts show, which will continue to be a key highlight of this event.

We strive to provide a pleasant and rewarding experience for our exhibitors. Some of the benefits available to you will include:

- Roving staff members and volunteers on site to help assist you.
- 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 and daytime foot patrols on Saturday and Sunday.
- Ongoing publicity efforts via web site and social media promotions for qualifying vendors.
- Free shuttle bus services.

Additional features include nationally recognized and local performers, visually dynamic amusement rides, midway games, wildlife shows, roving characters, free children's activities, community outreach booths, a wine/beer garden, an array of festival foods, and, most importantly, a true sense of community.

At this time, specific space requests cannot be guaranteed; however, there are corner/end spaces that will be available for an extra charge in addition to the regular booth fee. Corner/end spaces are limited and will be granted on a first-come, first-served basis (see attached application for rates). If the end spaces are sold out when your application is received, the corner space fee will be refunded. We encourage all interested vendors to submit their application as soon as possible as spaces sell quickly.

Please remember that exhibitors are expected to participate during both days of the show. The festival is held outdoors so please prepare for possible weather changes. 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 encourage you to please, apply soon, so that you may benefit from the early and long-term festival publicity that will be generated for this year's event. If you have any questions, please do not hesitate to contact us at (BCfestival@burkecentre.org).

Thank you for partnering with us! We look forward to seeing and working with you this year.

Sincerely,

The Festival Team



2024 ARTIST/CRAFTER EXHIBITOR APPLICATION

SEPTEMBER 7 & 8, 2024 - OUTDOORS

Please submit this form with payment and required documents (i.e., photos of merchandise and booth display) to
(BCfestival@burkecentre.org).

Contact info: Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702, Email
BCfestival@burkecentre.org, Phone: 703-978-2928

Please print legibly or type in text below:

BUSINESS/VENDOR NAME: _____

CONTACT NAME: _____ E-MAIL: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE #: _____ WEB SITE: _____

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

- Enclose with your application at least four (4) **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 if all items and displays pictured are clearly visible.)
- If paying with check, the application and check must be submitted together. Checks must be made payable to: Burke Centre Conservancy - 6060 Burke Centre Parkway, Burke, VA 22015. All checks are deposited upon receipt.
- Application fees will be charged upon receipt of the application by staff. Refund checks will be sent to applications which are not approved.
- No application will be considered without photos and fee.
- Please email BCfestival@burkecentre.org if you have any questions.

Please check all that apply: 1st space must be purchased for 2nd space. Booth spaces are 12'x12'. Please note there are no refunds or discounts available if the event ends early due to weather or safety-related concerns.

[☐] \$180 Non-Resident: 1st space OR [☐] \$120 Burke Centre Resident: 1st space
[☐] \$150 Non-Resident: 2nd space [☐] \$ 90 Burke Centre Resident: 2nd space
[☐] \$48 Corner/End Space Requested TOTAL PAYMENT: \$ _____

Describe Art/Craft(s) and List Specific Items to be Sold (attach add'l sheet if needed):

Note: No new items may be introduced or displayed after application has been submitted.

Please complete this section for credit card pmts: _____ VISA _____ MASTERCARD (check one) **TOTAL CHARGED:**
\$ _____

CARD #: _____ EXP DATE: ____ / ____ CVV #: _____ *

PRINT CARD HOLDER NAME: _____ PHONE #: _____

BILLING ADDRESS: _____ CITY/STATE: _____ ZIP: _____

CVV # is typically the last 3 or 4 digits found on the signature strip of your card. Billing address must match card used.

I have read and agree to abide by the enclosed guidelines, and release the Burke Centre Conservancy, its officers, directors, staff, agents, and representatives from any and all liability for changes, loss or injury to any person or goods which may arise from my participation in the annual festival.

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

Date

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

Date Rec'd: _____

Staff Initials: _____

Approved OR Rejected (circle one)

Amount Paid: _____

REC#: _____

Refund date: _____

ARTIST/CRAFTER EXHIBITOR GUIDELINES

DATES:
HOURS:

Saturday & Sunday, September 7 & 8, 2024

SAT: 9:30 AM to 5 PM; SUN: 10 AM to 5 PM | Evening Wine/Beer Garden: SAT ONLY, 5-10 PM
Festival Team – (703) 978-2928, BCfestival@burkecentre.org

ADA Accommodation Needs (list if applicable): _____

The artist/crafter exhibitor guidelines have been established 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 asked 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 are strictly prohibited from sale.
2. **No new items** may be introduced or displayed after your application has been accepted. Only items listed and pictured with the application may be displayed or sold. Other businesses may not sell or be advertised from your booth. The Conservancy reserves the right to ask any exhibitor to leave if their products do not meet Festival Standards.
3. Pets are prohibited on the Festival grounds including exhibitor booth spaces.
4. Exhibitors must be present for both days of the festival. Exhibitors that show up for only one day or leave early for any reason, including inclement weather, will not be invited to participate in subsequent year(s).
5. All exhibitors must provide their own power, tables, chairs, and canopies as needed. Electricity is not available on site. All generators must be rated as “Low-Noise” or “Noise-Free”.
6. Crafter/artist exhibitor spaces are located on a grassy area that may not be level. Specific space requests may be considered on a case-by-case basis; however, there is no guarantee the request can be honored.
7. Access to Conservancy building restrooms is not allowed. Portable restrooms with working sinks and handicap access will be provided on site.
8. All items/ merchandise left at the Festival grounds overnight must be secured and left at the exhibitor’s own risk. The Burke Centre Conservancy is not responsible for any lost or stolen funds, merchandise, or any other items. 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. Please secure valuables at all times!
9. Applications will be accepted/approved on a case-by-case basis provided space is available.
10. Submission of an application and confirmation of acceptance by Conservancy staff should not be considered approval of an application for participation at the Festival. All applications will be reviewed for approval/disapproval beginning in July. Notification will be sent via email to all applicants whether the application is approved/disapproved.
11. **A refund check will be issued after the application deadline for applications that are not approved to participate at the Burke Centre Festival 2024. Photos submitted with applications will not be returned.**
12. No refunds will be issued once an application has been approved for participation at Burke Centre Festival 2024 except where specifically permitted for the reasons listed on this form or by BCC staff. Should circumstances require an approved vendor to withdraw their application, the vendor may submit a written request to BCfestival@burkecentre.org for consideration for the amount paid to be credited and applied toward the purchase of space at the following year’s Festival. Refunds will not be provided on the basis of inclement weather or safety-related concerns.
13. Detailed instructions including space assignments and mapping will be sent out to all accepted applicants via email shortly before the Festival weekend.

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 BCfestival@burkecentre.org -- Thank you!