Holiday Arts and Crafts Fair 2022
ARTIST/CRAFTER VENDOR APPLICATION

Application and vendor fee due by October 28

Reynolds Homestead
Saturday, November 12, 10:00 a.m. to 3:00 p.m.
463 Homestead Lane * Critz, VA 24082 * 276-694-7181 * www.reynoldshomestead.vt.edu

NOTE: This year you can register and pay online!

DATE & TIME
The Reynolds Homestead Holiday Arts and Crafts Fair will be held on Saturday, November 12, 2022 in the Community Engagement Center, both upstairs and downstairs.

ARTIST/CRAFTER ELIGIBILITY
All artists and crafters are welcome to apply to sell handcrafted items. Space is limited to approximately 30 vendors and they will be selected to create diversity for our customers and provide a successful event for you. Please provide the Reynolds Homestead with photos or website links so we can evaluate your booth and items as part of the application process. First choice will be given to vendors with original products: handmade items, canned goods, soaps, jewelry, etc.

TABLE INFORMATION
Each vendor will be provided a 5’ table for set up (Please note if you have your own special set up). Each vendor will also receive two chairs. If electricity is needed, please indicate on the application form. Any other needs – tablecloths, stands, etc., must be provided by the vendor.

NEW this year is attached a diagram of the booth spaces. Please indicate your preferences (1st, 2nd and 3rd) on your application form. Spaces will be assigned as applications are received. You are not guaranteed the space you request, but we will do our best to ensure you are as close as possible to where you want to be.

FEE
Artist/Crafter booth fee is $30.00 per booth space. The booth fee includes the above-mentioned table space and lunch for 1 person provided by the Reynolds Homestead. Additional booth staff will need to purchase or bring their own lunches.

TIMELINE FOR APPLICATION PROCESS:

Application Deadline: October 14. All work will be juried in by a selection committee, so please ensure your photo(s) submitted are clear and show your product at its best. Photos may be attached to the application or e-mailed to wrayse88@vt.edu
TO APPLY:
1. Complete and sign the application
2. Enclose exhibitor fee
3. Include photo(s) or website information
4. Mail or bring to: Reynolds Homestead
   Attn: Terri Leviner * 463 Homestead Lane * Critz, VA 24082

RULES FOR VENDORS
• Vendor fees will not be refunded once the vendor has been accepted to the Craft Fair event.
• The collecting and reporting of Virginia sales tax is the responsibility of the vendor.
• No pets, please.
• The Craft Fair will not be cancelled or postponed due to bad weather.
• The Reynolds Homestead reserves the right to deny any application without explanation.
• Neither the Reynolds Homestead nor their contracted or volunteer workers, are responsible or liable for accidents, loss, theft, or claims resulting from the vendor’s participation. Exhibitors are fully responsible for the protection of their property and for securing their tents and displays.
• The artist/crafter agrees to leave table area clean and free of trash or debris.
ARTIST/CRAFTER VENDOR APPLICATION

Artist/Crafter Name ___________________________________________________________
Business Name ____________________________________________________________
Address ________________________________ City ______________ State ____ Zip_______
Phone (Day) _______________________________ (Evening) __________________________
Email ________________________________________
Website ______________________________________________________________________

Please describe your work and list the items you intend to sell on the back of this page.

Number of Spaces Requested: ____

Booth Space Requested: 1st Choice: _______  2nd Choice _______  3rd Choice _______

Application Checklist:
____ Completed and signed application
____ Application fee ($30.00 per space)
____ Product photos (or website information) Photos can be emailed to wrayse88@vt.edu
____ Certificate of Insurance (if operating as a business; if an individual, not needed)

Please make checks payable to Treasurer of Virginia Tech.

Sign below:

I have read, understand, and agree to abide by the guidelines of this application.

_________________________________  _____________________________________
Vendor Signature                  Printed Name

_____________________________________
Date

Mail to:  Reynolds Homestead, Attn. Terri Leviner, 463 Homestead Lane, Critz, VA 24082
Questions: 276-694-7181 x 27 or e-mail Sarah Wray wrayse88@vt.edu