

2023 Pittsburgh Creative Arts Festival

Market Hours

Thursday, August 24, 2023, 12:00 PM -7:00 PM

Friday, August 25, 2023, 10:00 AM – 6:00 PM

Saturday, August 26, 2023, 9:00 AM – 5:00 PM

Double Tree by Hilton, Green Tree, PA 15205

Vendor Application and Contract

Booth Information

Each single booth space includes:

- 2 exhibitor badges (additional badges will be available for \$5 each)
- 6 foot table with tablecloth
- 2 chairs
- Internet
- Booth number (you are responsible for providing your own booth sign)
- Listing in the festival program and link on the website – www.pghknitandcrochet.com at no charge to you in exchange for providing a festival listing in your newsletter, on your website or on social media sites. Please note that a \$50 fee will be imposed if you do not advertise the Festival by June 15, 2023.

Additional Information:

- Center booths have no background walls
- If you bring your own signage, we do not allow double sided signs
- Vendors may bring dividing curtains or racks, but may not drive nails, screws, etc into the walls
- If you require additional tables or chairs, please note and include in your fee.
- Carpeted floors in all exhibit areas
- 3 Market Spaces will be on the 1st floor of the hotel, Greentree and Junior ballrooms and the Duquesne room. All classrooms will be on the 1st floor of the hotel.
- Market areas will be locked at the end of each day
- Set up time is Wednesday, August 23, 12:00 PM – 10:00 PM and Thursday, August 24th from 8 AM to 11 AM. NO EARLY MOVE IN.
- Break down is after the show on Saturday, August 26th, 5:00 PM
- No vendor is permitted to break down during the hours of the show.
- Booth space will be assigned when **BOTH** contract is received, and payment is received in full. Payment without a contract does not get you a booth assignment. Please note all booths are sold first come, first serve.
- Classes will be held all 3 days

- Exhibitor must wear name badges at all times in the marketplace and to gain admission to the marketplace.
- You may want to bring your own dollie, cart and make sure you label it with your company name. There may be hotel carts available, but not a given.
- There is no area on the floor to store additional inventory or empty boxes, please take and store in our vehicles or rooms.
- Although parking is free, we ask that you park in spots farthest from the meeting place to allow attendees the best access to the entrance and event.
- Please note that BOOTH NUMBERS will not be assigned until a later date, at that time we will publish both the floor plan and booth numbers on the website.
- We realize that the booths are varied sizes, this is due to utilizing available floor space to maximize good traffic flow. Please take the time to review the floor plans included with the contract and refer to booth numbers and sizes attached.
- Please be certain to include www.pghknitandcrochet.com in all your future newsletters. You may also link to our FB pages and Instagram account.

PLEASE NOTE: Electric service is available. Electric involves a power strip to be provided by the hotel at a \$35.00 per booth flat rate.

Internet is included in the booth fees.

Returning Vendor Application Deadline is December 15, 2022. We will begin accepting new vendor applications January 1, 2023.

Payment must be received in full by February 15, 2023, to receive the early bird pricing. Booth selection will be on a first come-first serve basis.

Early bird pricing ends February 15, 2023

Please add \$50 to booth prices after February 15, 2023

See attached booth pricing list

Final due date for booth payments: June 15, 2023

If your booth is not paid in full by 6-15-2023, it will be released and sold. No deposits are refundable after 6-15-2023. Please note that contract must be returned with payment, if there is no contract returned by 6-15-2023, it is subject to the same rules and your payment/deposit is non refundable.

If you need to cancel, please notify us in writing at pghfiberfestival@gmail.com as soon as possible. We will make every attempt to resell the vendor's space. If resale is successful, vendor's booth fee, less a 20% processing charge, will be refunded. If we are unable to resell the booth, the vendor payment will not be refunded.

The performance of this agreement by either party shall be subject to force majeure, including but not limited to acts of GOD, fire, flood, natural disaster, war or threat of war, acts of threats of terrorism, civil disorders

unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Center for Disease Control or local government authority or health agencies (including but not limited to health threat of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties. Where any of these factors, circumstances, situations or conditions or similar ones prevent the ability to hold the event or to fully perform the terms of agreement, the agreement may be cancelled by either party in writing, without liability, damages, or penalty and vendor payments will be returned without interest, less any expenses on a prorated basis. Festival Coordinator reserves the right to reschedule or redirect Pittsburgh Creative Arts Festival 2021 should circumstance warrant.

All events will be under the control and direction of the chairperson(s) for the event, but the festival will in no case be responsible for any loss or damage that may occur. Each exhibitor will be solely responsible for their vendor space and any consequential or other loss, injury or damage, done to or occasioned by, or arising from that area. Each vendor shall indemnify the Pittsburgh Creative Arts Festival against all legal or other proceedings in regards thereto, as well as damage or injury to any other person or property caused by the exhibitor, or incurred by the exhibitor.

We recommend exhibitors provide their own insurance as to the property and or liability within their booths. The Festival shall provide exhibitors with assigned space for their vendor area, subject to such rules and regulations as may be prescribed. By providing such space, the Festival shall not insure, nor be responsible for the safety of the items within said space or the person or persons tending them.

In all cases, the Festival reserves the right to reject, accept or conditionally accept any entry and does not guarantee space to any entry, as it is intended that only such vendors shall be entered and as have merit and will be a credit to both the exhibitor and the festival. An exhibitor who makes material misrepresentation is subject to being barred from all future vending at festival.

The Festival seeks to create an environment in which diverse people can celebrate, thrive and succeed. Diversity and equality are essential to who we are, and respect for everyone is a core part of the Festival. We encourage all attendees, participants, vendors and teachers to work to understand each other and move beyond simple tolerance to embracing and celebrating the rich dimensions of diversity.

Contract Terms and Conditions will become a binding agreement when the Vendor submits this Application/Contract.

Vendor Application

Name:

Company Name:

Address:

City: State: ZIP code

Website:

Email:

Cell Phone:

About your business: Please tell us about your business. This information will be used for website and social media marketing. Please also send us your logo and product pictures for marketing purposes.

Business Category (circle one)

Accessories	Farm	Fiber Artist	Textile Artist
Finished Goods	Indie Dyer	Tool Maker/Dealer	Other:

Please indicate the crafts/techniques your products/services support

Knitting	Crochet	Spinning	Dyeing
Weaving	Felting	Hand Sewing	Machine Sewing
Hand Quilting	Machine Quilting	Embroidery	Needlepoint
Wirework	Patchwork	Beading	Chain Maille
Doll Making	Other:		

Please provide a brief list of the products for sale at the event. If you are a first time vendor, please submit 3 photos of your product to be juried.

Social Media Presence

Facebook

Instagram

Exhibitor Badge Names (2 included in booth fee) (Up to 2 more @\$5 each)

1.

2.

of Booths

Booth preference (see attached floor plans for booth numbers)

CENTER:

CORNER:

WALL:

Electric: Y or N \$35.00 (onsite charge will be doubled for all additional fees)

All booths receive a 6 foot table w 2 chairs. Please indicate if you do not require a table

Additional fees:

Fee for additional tables: \$10.00 per table

Fee for additional chairs: \$5.00 per chair

Onsite Contact Person:

Total Fees:

Booth	\$
Electric (\$35)	\$
Additional Tables # of tables _____	\$
Additional Chairs # of chairs _____	\$
Additional Badges # of badges _____	\$
Total Fees Due	\$

Checks are to be made payable to:

Pitts Creative Arts Festival
312 N Alpine Rd
Lakeside Marblehead, OH 43440

If you would like to make payment via Paypal, please add 3% to your total.

Please email the signed contract/vendor application to pghfiberfestival@gmail.com

Owner/Vendor Signature:

Festival Administrator:

Date:

Date: