

A Celebration of Appalachian Arts

Presented by the Foundation For Appalachian Advancement

Saturday, June 22, 2019

Russell County Convention Center

Exhibitor Agreement

Thank you for being a part of our first ever art festival to celebrate our regional artists and our Appalachian culture and history. This event is scheduled for Saturday, June 22, 2019 at the Russell County Convention Center located at 139 Highland Drive in Lebanon, Virginia. It is a one day festival open and free to the public from 10 AM to 4 PM. It is presented by the Foundation For Appalachian Advancement and will also have local sponsors for this event. We welcome you and your exhibits and want to remind you that this is a family-friendly event.

Our exhibitor committee will welcome all artists on a first come, first serve basis with the approval of our exhibitor committee. We welcome all artists. We ask that you sign this form in agreement to the terms and conditions and mail it to us as Foundation For Appalachian Advancement, P.O. Box 397, Richlands, VA 24641 or email it to us at jc@supportappalachia.org. We will notify you quickly of your acceptance (or denial) to this festival.

Deadline for applications is May 10th. Artists will be responsible for the setup of their own displays. Tables and chairs will be provided at the venue. Neither the Foundation For Appalachian Advancement or the Conference Center will be held liable for damage done to exhibitor's personal property or for personal injury suffered by an exhibitor or any of its agents. Exhibitors will hold the foundation, the conference center and the sponsors of the event harmless for any personal injury or damage to goods that may occur.

Prepping Your Displays

The conference center will open the doors at 8:30 AM. The event will begin at 10 AM. We ask all exhibitors to have their displays ready by 10 AM. You can show up and begin prepping your area as early as 8:30 AM.

Weapons Policy

This venue does not allow weapons of any kind. Only weapons props are allowed and must be marked as such.

Exhibitor Booth Details

Exhibitors are responsible for setting up their own displays and taking down those displays at the end of the event. Event planners, the conference center, and sponsors will not be liable for the loss of exhibitor products due to loss or theft.

We will try to accommodate all requests for space from our exhibitors. The planner of the event has requested 25 tables, in addition to tables located about the room for visitors to sit and rest during the event.

Exhibitors will load their products and displays through the front entrance of the building at 139 Highlands Drive in Lebanon, VA. Tables will be available and we ask that the exhibitors respect the wishes of the event staff as they place tables in the room to maximize space for the artists and allow plenty of room for visitors of the event.

Display Rules

1. We are very flexible as to what the artist chooses to display. However, the hosting venue does have requests.
2. Pushpins may only be used on wall displays.
3. Masking tape may be used only on tables and the exhibitor must remove it after the event.
4. No nails, staples, or other types of tape can be used.
5. Do not deface venue property (including walls) in any way.
6. Banner displays must be used in the confines of your display area.

Unloading Your Exhibit

All areas must be clean of debris. Do not leave any trash behind. Any damages to the building may be subject to penalty.

Rules and Regulations

The following are prohibited:

- Smoking or burning of any object inside of the building
- Vaporized chemicals or scent diffusers inside of a state building
- Sales or trade of food and beverage
- Alcoholic beverages
- Weapons
- Illegal drugs
- Fireworks
- The presence and/or sale of adult material (pornography, for example)
- Non-service animals
- Sale of material that infringes on trademark or copyright of another party

*This is a family friendly event. Rules of common courtesy apply.

Application and Agreement

Exhibitor Name: _____

Address: _____

Primary Contact: _____

Alternate Contact: _____

Phone Number: _____

Email: _____

Social Media (not required, but if you'd like us to promote your social media on our social media sites): _____

Website: _____

Would you like your website/company to be listed on our sites: _____ Yes _____ No

Application deadline is May 10th. It is a best efforts basis only for applications received after that.

****Remember, this event is FREE. Invite your friends and family!**

****No vendor fee is required.** However, we ask as a courtesy for any support for the Foundation For Appalachian Advancement that you can give. Word of mouth and a small online donation at our website would be greatly appreciated!! Donations we receive from you go back into promoting our artists at this event. Our website is www.supportappalachia.org. We thank you in advance for your generosity. *(Even if you cannot make a donation, that does not influence us in the artists we bring in for the event. Our mission is to support all artists! We pride ourselves in selflessly doing that.)*

Please provide a short description of your art and materials you will display:

It is understood and agreed that the exhibitor and all its agents/staff shall abide by all rules and regulations of the event and the Russell County Conference Center; and

The Foundation For Appalachian Advancement, the Russell County conference Center and all sponsors of the even shall not be responsible for any property damage to the others or personal injury to other that may arise out of the use of the facilities.

The exhibitor agrees to leave the facilities in the same condition that existed prior to their use. It is also agreed that no illegal substance or alcoholic beverages are permitted, as well as no weapons of any kind.

Exhibitor understands and agrees to the above information.

Signature and Date