



LIT'L BITA CHRISTMAS ARTS & CRAFTS
First National Bank Arena/November 8, 9, & 10, 2019
 217 Olympic Drive, Jonesboro AR 72401 ph (870) 972-2401
www.litlbitachristmas.com fax (870) 972-2525

I have read, understand & will follow the show rules:

Last Name _____ First Name _____ Signature

Business/Exhibit Name _____ Phone _____ Cell: _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Fax _____

Description of craft _____ 2018 BOOTH #: _____

Have you participated in this show in the past? _____ If Yes, what year(s) _____

All new applicants &/or new crafts for renewals must submit a letter describing your craft(s) and photos of items to be sold

Booth choice 1. _____ 2. _____ 3. _____

Per Exhibition layout, please be sure to indicate north, south, east, west or ground on your booth choice.

Would you like to donate a door prize to the show? _____ Yes _____ No

Signature: _____ I Certify that my booth items are 75% hand crafted and qualify for the crafter's rate

*RENEWAL craft booth rental @ \$250 (12' x 12') renewal deadline is May 15, 2019 or

New Arts & Craft booth rental @ \$325 (12' x 12') or

New or Renewal Commercial booth rental @ \$425 (12' x 12') \$ _____

All booths come with 110/20 amp electrical outlets

Each additional Arts & Crafts booth @ \$250 or Commercial \$425 \$ _____

Number of tables _____ @ \$10/table (Tables are 8' and must be reserved in advance) \$ _____

Number of chairs _____ @ \$5/chair \$ _____

TOTAL \$ _____

LESS NON REFUNDABLE NEW Application Fee \$30 per booth requested

OR LESS Non Refundable RENEWAL DEPOSIT \$100 PER BOOTH (\$- _____)

New Vendors must send \$30 per booth requested with 3 craft photos & the 2019 application to be reviewed. All New requests are placed on a waiting list until a booth is open. New Vendors will be notified when a booth is open and the balance must be paid in full before new booth is assigned.

New Vendor Application Deadline is November 6, 2019. No refunds after October 15.

VENDOR BALANCE \$ _____

***Renewals Must be paid in full by July 31, 2019* or application will be cancelled**

NOTE: Anyone making items to sell with trademarked logos, symbols or terminology of Arkansas State University or Red Wolves must be a licensed crafter. For more information visit the website: www.astaredwolves.com or copy and paste this link into a web browser: <http://www.astaredwolves.com/craftersprogram>

Please make check or money order payable to:

ASU Red Wolves Foundation
P.O. Box 2219
State University, AR 72467

For Office Use Only			
Date	Type	Amount	Balance
RENEWAL	NEW	BOOTH	

October 25, 2018

General Show Rules: 2019 *Lit'l Bita Christmas Arts & Crafts Show –33rd Anniversary 1987-2019*

1. Application Renewal deadline with a **\$100 non refundable deposit per booth** for the **2019** show is **May 15, 2019**. Any booth space rented after that date will be assigned, as available. After acceptance into the show, any balance due must be paid by **July 31, 2019**. You are not guaranteed to receive the same booth spot for future shows, but efforts to fulfill booth requests to returning vendors will be attempted. **\$100 and higher per booth: Late Fees, cancellation fees, special request fees may be charged at the discretion of the coordinator. No refunds after October 15.**
2. The **2019** show dates are tentatively scheduled for **November 8, 9, 10, 2019**. 2019 Accepted Vendors will receive show information about two weeks prior to the show. Vendors should follow up with the coordinator on booth assignments if no correspondence has been received by October 31, 2019.
3. The Show Rules Committee will tour all booths to insure a quality show and that show rules are followed. Any item deemed unsuitable for the general public will be removed. Please understand that disregard of the published and attached show rules will be considered a breach of contract.
4. To be considered as an Arts & Crafts Vendor, **all merchandise displayed must be 75% or more handmade or customized** by the exhibiting artist or vendor. If the Show Rules Committee and the Show Chairperson determines your merchandise does not meet the criteria, you may be moved to the Commercial Division for the 2018 show or not allowed to return.
5. For new exhibitors or new items for renewals, three photos and a one page written description of the craft must be received prior to **November 6, 2019 with a \$30 non-refundable application fee per booth requested**. No emailed applications and photos will be accepted. **New vendor requests are put on a waiting list until booths are available.**
6. Exhibitors may display and sell only that craft category or art medium for which they were approved and **may not transfer or share the exhibit space without prior consent**. Exhibitors are encouraged to demonstrate or work in their booth.
7. Set up starts on **Thursday, November 7, 2019** at 2PM unless the First National Bank Arena schedules an event that evening, in which case set up will not begin until 7AM on **Friday, November 8, 2019**.
8. All display equipment is the sole responsibility of the exhibitor. The First National Bank Arena does NOT have moving equipment such as dollies, carts, or other equipment available for use. You must bring your own moving equipment.
9. Each display should be clean and neat and tables should be draped to the floor on all sides with a suitable covering. Extra stock and utensils must be stored out of sight during the entire length of the show. Place trash in the aisle at the end of each day so that maintenance may pick up your trash. Security will be present after hours. Fire code requires all electrical outlets be unplugged at the end of each day. Food vendors may be inspected by the Arkansas Dept. of Health.
10. The booth is to be open and staffed during the listed dates and times of the show. Booths vacated may not be renewed.
11. No exhibit may be set up so as to obstruct vision of or access to another exhibit or so as to impede traffic flow.
12. Chairs and tables will be provided at an additional cost. Requests **MUST** be made in advance.
13. Display materials must be contained in the 12' X 12' booth space. Electricity is provided, 110/20 amp outlets only.
14. **After initial unloading, exhibitors will park their vehicles at the outer perimeter of the parking lot** or other area so designated. RV parking maybe available for an additional fee.
15. Exhibitors cannot bring pets into the show and should not bring small children to the show.
16. Helium balloons are not allowed in the First National Bank Arena unless prior permission is given.
17. Eating, drinking, and the playing of radios, televisions, noise makers in the exhibit area is strongly discouraged.
18. No sale signs (ex: 50 %) or trademark signs (ex: Dixie Outfitters) can be hung or displayed outside the booth or in venue.
19. Selling handmade items bearing a trademarked logo or verbiage of Arkansas State University requires a license in the Crafters Program. For more information visit: <http://www.astaredwolves.com/craftersprogram>

Arkansas State University Red Wolves Foundation Craft Show, P.O. Box 2219, State University, AR 72467, (870) 972-2401, Fax: (870) 972-2525

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Oct 25, 2018

