



SATURDAY, NOVEMBER 4 | 9 A.M. TO 5 P.M.
SUNDAY, NOVEMBER 5 | 11 A.M. TO 4 P.M.

2nd Jury Application

***NO MORE JEWELRY APPLICANTS!
NO MORE INDOOR APPLICANTS!***

- ***Applications will be processed within 10 business days of receipt.***
- ***You will be notified via email re: acceptance or rejection.***
- ***If accepted, your credit card payment will be processed on the same day that the acceptance email is sent.***
- ***Booth preferences for accepted applicants will be honored according to availability on a first come, first served basis.***
- ***If your preferences are no longer available, we will assign space as close as possible to your preferences.***
- ***We reserve the right to automatically reject incomplete applications.***
- ***Please read all information carefully.***

**** A Juried Fair of Handcrafted Products ****

All applications will be juried and approved by the Arts and Crafts Fair Jury whose decision is final. All products must be handcrafted by YOU, the artist. To achieve balance and variety, there are a limited number of craft types and products allowed. You are not guaranteed product exclusivity nor are you guaranteed against similar products being next to you or in close proximity. The jury will also be looking for attractive, professional displays. Prior participation in the fair does not guarantee acceptance; each application will stand on its own merit. **Only apply if the products that you intend to sell are indeed handcrafted by you.** The jury will be looking for unique and unusual handmade items – those that reflect talent, creativity, and skill in their creation. **Commercially made items are not allowed in the fair.** Unacceptable merchandise includes products that are not handcrafted by you, flea market items, imports, plastic jewelry, etc. *You will be asked to leave the fair without refund if you are selling such items.*

**** General Information ****

Booth Preferences - Request your preferences by number according to attached layouts. Making a request does not guarantee your preference, but we will honor as best we can.

Reserved Booths – As indicated on the layouts, some spaces are already reserved and not available.

Payment - Credit card payment only. No checks. Payments will be processed *on the same day that you receive your acceptance email.* NO REFUNDS. NO EXCEPTIONS.

Display photo - Current display photo is REQUIRED from all applicants. If you do not include a display photo, your application will be put on hold until you send it to us. This could jeopardize your timeliness as regards deadlines.

Product photos - Not required from 2016 participants IF you are selling the same products this year. Photos required for any NEW products of 2016 participants. *Photos REQUIRED from all other applicants even if you participated in 2015 or before.*

By purchasing space you are acknowledging that you have read and agree to all information in this document as well as the Terms and Conditions document regarding fair participation.

Exhibition Pricing for Two Days - One Day Option Not Available

- \$115 – OUTDOOR FRONT DRIVE 10 X10 – no electrical – no tables available
- \$100 – OUTDOOR PATIO/POND AREA 10 X 10 – no stakes permitted - no electrical - no tables available
- \$ 45 – special permit parking (Fri – Sun) – only ONE end-to-end double space per artist allowed; limited number of spaces available; first come, first served

Application Details

How to Apply

Submit **complete** packet. You may email documents and pictures to jan.crutchfield@sctexas.org; however, hard copy pictures photograph better and are preferred by the jury.

About Photos

- **ALL applications must include current DISPLAY photo.**
- If you did not participate in 2016, include 3 - 5 PRODUCT photos.
- If you participated in 2016, but have NEW PRODUCTS, include 1 - 2 photos of new products.

What to Include in Application Packet

- 1) Completed Application (2 pages)
- 2) Display Photo
- 3) Other Photos (as needed per above information)
- 4) Credit Card Information

Note: Incomplete packets may be automatically rejected.

Payment

Credit card information is REQUIRED with your application. Immediately upon acceptance, your payment will be processed. After acceptance and payment processed, NO REFUNDS. NO EXCEPTIONS.

Communications

Almost all communications from our office (including acceptance/rejection) will be via email. Therefore, you must include an email address on your application. It is your responsibility to check your emails and/or call us if you have questions/concerns.

Parking and Shuttle

For an additional fee of \$45, you may request a special permit parking space located in the designated area in the Social Center Parking Lot. Each space will be double in length to accommodate vehicle and trailer. (Only 1 double space allowed per artist.) Assignment of the available spaces will be made in date order of applications received. If we receive your request after we have exceeded capacity, we will contact you.

All other exhibitors are expected to park at the Legacy Hills Pavilion Parking (Sat/Sun shuttle service provided). You will be required to check in with the shuttle drivers.

Parking behind the Social Center is FORBIDDEN. That area is reserved for emergency vehicles and employee parking. Unauthorized vehicles will be towed.

****Fair Set-up and Take-down****

- Fair set-up: Friday, November 3, 2 – 8 p.m.; Saturday, November 4, 7 – 8:30 a.m.
- Your booth should be ready for the show by 8:30 a.m. on Saturday. On Sunday you should be ready for the show by 10:45 a.m.
- Take-down begins on Sunday, November 5 at 4 p.m. and must be complete by 6 p.m.
- Early take-downs forfeit an invitation to the next fair. Only except is for outdoor vendors in the event of inclement weather as announced by Fair Manager. Rain or shine event. **NO REFUNDS.**
- This is a two day fair, and you are expected to participate both days.

****Extra Notes****

- Tents *with tops* (maximum 10' X 10' in front drive) may be used OUTDOORS and are recommended.
- All sales, taxes, etc. are to be handled by the exhibitor.
- You may bring your own tables if desired.
- It is recommended that you provide business cards for customers. If our office receives inquiries about your products, we will share your email address and/or phone number.
- Unless you have purchased and been approved for special parking, you are required to use shuttle service.



****Contact Information****

Mail: Sun City Community Association
Attn: Jan Crutchfield
2 Texas Drive, Building A
Georgetown, TX 78633

Email: jan.crutchfield@sctexas.org
Phone: (512) 948-7393

By purchasing space you are acknowledging that you have read and agree to all information in this document as well as the Terms and Conditions document regarding fair participation.

PRICING FOR TWO DAYS

	QUANTITY	COST
OUTDOOR SPACE		
 \$115 FRONT DRIVE 10 X 10 no elec - no tables	_____	_____
 \$100 PATIO/POND 10 X 10 no elec - no tables	_____	_____
ADDITIONAL OPTIONS		
\$45 - special permit parking (limited amt)	ONLY 1	_____
	TOTAL PAYMENT DUE	<input type="text"/>

CREDIT CARD INFORMATION

(Payment will be processed upon acceptance.)

VISA / MASTERCARD / DISCOVER (No AMEX)

Credit Card Number _____

Expiration Date _____

3-digit Security Code _____

Name on Card (please print) _____

By purchasing space you are acknowledging that you have read and agree to all information in this document as well as the Terms and Conditions document regarding fair participation.

TERMS & CONDITIONS

Arts and Crafts Fair 2017

Purchase of space is my agreement to abide by the Terms and Conditions set forth by the Sun City Community Association.

1. **ASSIGNMENT OF SPACE:** SUN CITY COMMUNITY ASSOCIATION will assign space based on preferences stated on application. Similar products may be adjacent or in close proximity. SUN CITY COMMUNITY ASSOCIATION reserves the right to amend the floor plan or relocate exhibits at its discretion.
2. **PAYMENT FOR SPACE:** The rate per space ranges from \$100 - \$300; \$10 for (indoor) table/chair set; \$45 for premium parking. Applications will not be processed without payment. Exhibitors who withdraw are not eligible for a refund.
3. **LIABILITY:** Neither SUN CITY COMMUNITY ASSOCIATION nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will SUN CITY COMMUNITY ASSOCIATION be liable for lost profits or other incidental or consequential damages. SUN CITY COMMUNITY ASSOCIATION shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Hill Country Arts and Craft Fair is deemed to be the invitee or licensee of the Exhibitor rather than the licensee of SUN CITY COMMUNITY ASSOCIATION. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the convention and exhibit facility. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority resulting directly or indirectly, or jointly from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors, whether acting within or without the scope of authority.
There is no other agreement or warranty between the Exhibitor and SUN CITY COMMUNITY ASSOCIATION except as set forth in this document. The rights of SUN CITY COMMUNITY ASSOCIATION under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of SUN CITY COMMUNITY ASSOCIATION. This contract shall be governed by Texas State Law.
4. **INSURANCE:** Valuable items are the responsibility of the individual exhibitors and should be secured when the exhibits are closed. In all cases, exhibitors wishing to insure their goods must do so at their own expense.

5. RESONSIBILITY OF THE EXHIBITORS:

- A. The Exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc., in such manner as to deface or damage them or any Sun City property. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them.
 - B. Exhibits must be self-contained within the exhibitor's area assigned, and neither chairs, furniture or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any exits or aisles.
 - C. Exhibitors displaying equipment where there is a possibility of oil drippings or other foreign matter must provide a tarpaulin or other adequate protection to the floor or carpet.
 - D. Exhibitors shall abide by those rules and regulations that SUN CITY COMMUNITY ASSOCIATION may promulgate regarding the conduct of exhibitors at SUN CITY COMMUNITY Association's Fairs. Exhibitors shall conduct themselves in a professional and ethical manner at all times during the Fair. Exhibitor acknowledges that the materials displayed at booths of other exhibitors at the fair are for the use of said other exhibitors and fair attendees only, and exhibitors shall not obtain any such materials from another exhibitor's booth without the prior consent of the other exhibitor.
 - E. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Sun City and shall indemnify and hold harmless SUN CITY COMMUNITY ASSOCIATION and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims.
6. **Venue:** The Sun City Village Center is located at 2 Texas Drive Bldg. A, Georgetown, TX 78633.
7. **Space:** Exhibitor spaces vary in size. Additional booth furnishings, electricity, as well as other items may be obtained at the Exhibitor's expense.
8. **OBJECTIONABLE DISPLAYS:** Displays shall not be obtrusive, noisy or otherwise objectionable, nor shall they violate municipal, state or federal laws, rules or regulations, including safety codes. All generators are strictly forbidden.
9. **SHIPPING:** All exhibit freight, boxes and equipment must be brought to and removed from the Sun City Village Center.
10. **USE OF EXHIBIT:** Exhibitor shall not assign, sublet or share the space allotted without the knowledge and written consent of the SUN CITY COMMUNITY ASSOCIATION. Exhibitors must display only the goods (handmade) rendered by that registered exhibitor in their regular course of business or

described in the contract. SUN CITY COMMUNITY ASSOCIATION reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit, which, in the opinion of SUN CITY COMMUNITY ASSOCIATION, may detract from the general character of the fair as a whole, or consist of products or services inconsistent with the purpose of the fair. This reservation includes persons, things, conduct, printed matter, and anything of a character which SUN CITY COMMUNITY ASSOCIATION determines is objectionable. In the event of such restriction or removal, SUN CITY COMMUNITY ASSOCIATION shall not be liable for any refunds or other exhibit expenses.

11. **SOUND SYSTEM:** The use of sound systems is permissible, provided that the sound is not audible more than 2 feet into the aisle or into neighboring booths, and that the sound is directed into the exhibitor's booth or vertically. SUN CITY COMMUNITY ASSOCIATION shall have absolute control over the implementation of this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring exhibitors.

12. **EXHIBITOR'S PROTECTION:** Exhibitors are allowed to promote only from their own assigned exhibit space. No unassigned firms or organizations will be permitted to solicit business within or near the exhibit area.

13. **AGREEMENT OF CONDITIONS:** Each exhibitor, for themselves and their employees, agrees to abide by these conditions and by subsequent amendments and additions; it being understood and agreed that the sole control of the exhibit hall rests with the SUN CITY COMMUNITY ASSOCIATION.

General Information

Set – up
Friday, November 3, 2 - 8 p.m.
Saturday, November 4, 7 – 8:30 a.m. All displays must be ready and open for business at 8:30 a.m. on Saturday, November 4 and 10:45 a.m. on Sunday, November 5.

Display
Exhibitors are responsible for their displays. Tables must be covered or skirted to the floor.
Show Hours
Saturday, November 4, 9 am– 5 pm
Sunday, November 5, 11 am– 4 pm
Take - down
Sunday, November 5, 4 - 6 pm. No early take-downs. Early take-downs forfeit subsequent invitations.

CRAFT CENTER
Creative Clay & China
Fabric & Fiber
Visual Arts



PATIO/POND
#801-820

COMMUNITY ASSOCIATION OFFICES



LOBBY
#701-702
Photog/
&
Wood-
workers
Clubs

BALLROOM
#101-#605

This is a rough diagram
to show general locations.
NOT TO SCALE

**Rotary
Information
Tent**

**Shuttle Drop-off
and Pick -up**

FOOD



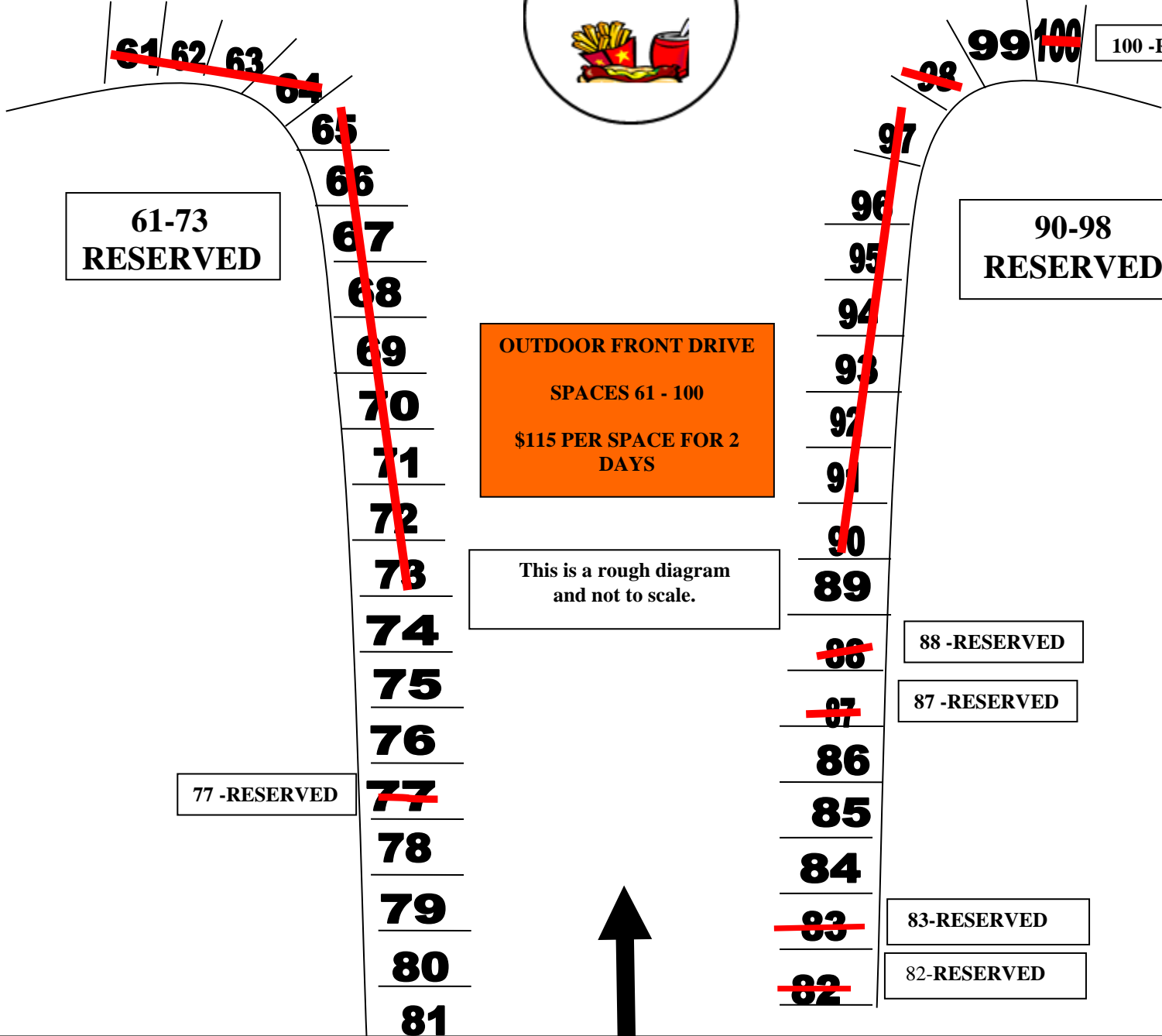
**FRONT
DRIVE**
61 -78

**FRONT
DRIVE**
82 - 100

**TENNIS
COURTS**



CRAFT CENTER
AND RESTROOMS



61-73
RESERVED

90-98
RESERVED

100 -RESERVED

OUTDOOR FRONT DRIVE
SPACES 61 - 100
\$115 PER SPACE FOR 2
DAYS

This is a rough diagram
and not to scale.

77 -RESERVED

88 -RESERVED

87 -RESERVED

TENNIS COURTS
AND RESTROOMS

83-RESERVED

82-RESERVED



2 Texas Drive – Main Entrance

#801, 802, 809 are RESERVED.
All others available as of
7/31/2017.

