



# Art & Craft Fair Application(s) Commercial Exhibitor

ART & CRAFT COMMERCIAL EXHIBITOR GUIDELINES  
Nov. 15, 2016

The Commercial Exhibitor category is to accommodate the offer of products that are typically ordered or sold for later delivery. No buy/sell products are permitted.

All items offered for sale or order must be pre-approved by the Historic Cocoa Village Association (H.C.V.A.). Exhibitors may not offer products that, in the opinion of the H.C.V.A., are in direct competition with the attending Art & Craft Exhibitors. Exhibitors are responsible for their own display materials.

All applications must be accompanied by 2 photos of your booth (front and side). Photos must accompany this application.

All displays must be in good taste in the opinion of the H.C.V.A. The H.C.V.A. reserves the right to reject or request modification of unsuitable displays or signage without refund and require immediate removal. H.C.V.A. is not responsible for damage, loss or storage.

Entry forms must be complete and signed.  
All written communication will be via email.

### RATES AND RESERVATIONS

\$200 (tax included) per 10x10 booth. Reservations may be held with a \$50 deposit for each space. Deposits are non-transferable, all cancellations will be charged a \$25 cancellation fee. Checks will be accepted for payment up to 2 weeks before event date. After that it is cash, cashier's check or Pay Pal only at check-in. Electricity is available in limited areas at \$25 per day. Please note that power is limited to a 12 amp service. Be prepared for sun, rain or wind. No refunds or rain dates are given for bad weather.

Refunds will NOT be given for cancellation 10 (TEN) days prior to any fair or show. There will be a \$25 service charge for all cancellations and returned checks. Please make your check payable to:

**Historic Cocoa Village Association**

and write CRAFT FAIR and the event date in the memo section. Also, be sure your name and company name (DBA) are on your check.

### ON-SITE CHECK-IN

Check-in is Saturday from 6:30 am to 9:30 am in front of the Bank of America, 430 Brevard Avenue Cocoa, Fl. 32922, All exhibitors must check-in.

### VENDOR SPACE, SET-UP and TEAR DOWN

Spaces are 10' by 10'. Set-up is Saturday 2 am - 9:30 am. NO FRIDAY NIGHT SET-UP IS PERMITTED. VIOLATORS MAY BE TICKETED. All exhibits must be in place by 10am and must remain in place both days.

Please remember that streets may be open to traffic over Saturday night and take appropriate steps to secure your valuables. Tear-Down on Sunday begins at 4:00 pm; the streets will remain closed until 6:00 pm. Due to safety precautions, no vehicles are permitted in the exhibit areas 9 am - 5 pm Saturday and 9 am - 4 pm Sunday,

HCVA Craft Fairs  
PO Box 1- Cocoa, FL - 32923  
321-631-9075

- Fine Art & Craft Fair - Mar. 4-5, 2017
- Summer Art & Craft Fair- May 13-14, 2017
- Fall Art & Craft Festival - Oct. 21-22, 2017
- Art & Craft Holiday Bazaar - Dec. 2-3, 2017

Note: For this event only, Village Merchants will sell their wares from Holiday themed booths.

- Payment included.  Check  Pay Pal

No. of spaces required: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

- \$25.00/Day for power included
- 2 Photos E-mailed.

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Web/Facebook page: \_\_\_\_\_

Briefly describe your product and intended use of the space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important Reminder – Please display ONLY what your application says you are going to display at all times.**

By affixing his/her name below, by electronic or other means, registrant hereby releases and forever discharges the Historic Cocoa Village Association, its representatives and officers and their heirs and assigns, event sponsors, and the City of Cocoa from any responsibility, personal liability, loss or damage in connection with the Fairs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**HAVE YOU THOUGHT ABOUT LOCATING YOUR BUSINESS HERE IN COCOA?**

Y  N

**FOR OFFICE USE ONLY**

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