



## Art & Craft Fair Application(s)

**ART & CRAFT EXHIBITOR GUIDELINES - Nov. 2017**

Entry forms must be complete and signed. Fine Arts Fairs also require a completed Fine Arts Addendum if you wish to compete.

All items for sale must be handcrafted/altered by participants, no buy/sell or retail mass-marketed merchandise is allowed. All applications must be accompanied by **3 photos showing samples of your crafted goods, 1 photo of your booth and 1 of you crafting (working) in your work space. Please Include a Self-Addressed, Stamped Envelope With Your Entry Form ONLY If You Want Your Photos Returned.** Photos may also be e-mailed to: [info@VisitCocoaVillage.com](mailto:info@VisitCocoaVillage.com).

The goods you display during the Fair **MUST** match submitted photos and application descriptions. Each vendor is responsible for their own display materials. 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 unsuitable work, displays, or signage without refund and require immediate removal. The H.C.V.A. is not responsible for damage, loss, or storage.

**\*\* All written communication will be via email.\*\***

**RATES AND RESERVATIONS:** \$175 (tax included) per 10x10 booth. Reservations may be held with a **\$50 deposit for each space**. Deposits are non-transferable and a \$50 fee will be held in the event of cancellation. Checks will be accepted for payment up to 2 weeks before event date. After that, only cash, cashier's check or Pay Pal will be accepted at check in. Please make your check payable to **HCVA** and write **CRAFT FAIR** and the event date in the memo section. Be sure your **name and company name (DBA)** are on your check. Electricity is available in limited areas (reserve early) 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.** NO REFUNDS will be given for cancellation 10 (TEN) days prior to any Fair. There will be a \$50 service charge for all other cancellations and for returned checks.

**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. Remember that **everyone MUST check in before 9:30 am Saturday morning.**

**EXHIBITOR SPACE, SET-UP and TEAR DOWN:** Spaces are 10' by 10' and in a few areas will be skewed slightly to follow the natural street layout. **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. Tear-down on Sunday begins at 4.00 pm; the streets will remain closed until 6:00 pm **ONLY**. Due to safety precautions, no vehicles are permitted in the exhibit areas 9 am - 5 pm Saturday and 9 am - 4 pm Sunday. Please take

appropriate steps to secure your valuables overnight and at all times.

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

**HCVA Craft Fairs**

**PO Box 1- Cocoa, FL - 32923**

**321-631-9075**

- Fine Art & Craft Fair - Mar. 3-4,\* 2018  
\*Fine Art addendum required for judging and to be eligible for prize awards.
- Summer Art & Craft Fair - May 12-13, 2018
- Fall Art & Craft Festival - Oct. 20-21, 2018
- Art & Craft Holiday Bazaar - Dec. 1-2, 2018  
Note: For this event only, Village Merchants will sell their wares from Holiday-themed booths
- Payment included     Check     Pay Pal

No. of Spaces:      Check #:      Amount Enclosed: \$     

\$25/Day for power added and included in total  
5 Photos     Included     E-mailed

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

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

Check box if you are a registered Non Profit

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

Telephone: \_\_\_\_\_

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

Website/Facebook page \_\_\_\_\_

Briefly describe your art or craft: \_\_\_\_\_

Preferred booth number/location: \_\_\_\_\_

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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 these events.

**By affixing my name below, by electronic or other means, I certify that I have created all items represented in this application and all items displayed at the Art & Craft Fairs in my name.**

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

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

Y	N
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**FOR OFFICE USE ONLY**

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