



Artist Market and Christmas in July Application & Contract

Insure you have completed the following when submitting your application:

1. ALL three (3) pages of the application filled out completely, not including this page.
2. List item description and price range at the top of page two. If needed, please include a separate sheet for the description. List only one category. If you do not list a category, WAHF will choose one for you.
3. Sign at the middle of page 4.
4. If paying by check:
 - a. One check for \$25 application fee
 - b. One check for \$50 late fee, if applying after Friday, February 12, 2021
 - c. One check for booth fee, electric fee (if needed), and corner fee (if requested)

Important Dates to Remember

1. Applications accepted beginning: Thursday, October 1, 2020
2. Postmark deadline: Friday, February 12, 2021
3. Notifications sent out: Friday, March 19, 2021
4. Vendor set-up: Tuesday, June 29, and Wednesday, June 30
5. 2021 Festival: July 1, 2, 3, and 4

We Love to Be Green! Save Paper & Send Via Email



Since 1975

Westmoreland Arts & Heritage Festival

Twin Lakes Park, Latrobe, PA

2021 Artist Market Application & Contract

July 1, 2, 3, and 4

Thursday – Saturday 11 a.m. to 8 p.m.; Sunday 11 a.m. to 6 p.m.

Postmark Deadline: February 12, 2021



Name of Business: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email Address: _____ Web Site: _____

PA Sales Tax License Number: _____

NEW!! Christmas in July – to be considered, booth must contain a minimum of 50% Christmas-related items. Your booth will be placed in the **Christmas in July** section of the Festival. Interested? (*please check one*) Yes No

\$25.00 - Non-refundable Application Fee. If paying by check please enclose **separate check** _____

\$50.00 - Late Fee (if postmarked after February 12, 2021) _____

\$400.00 - Single Booth Fee (10'x10') _____

\$775.00 - Double Booth Fee (20'x 10' or 10'x 20') Specify either frontage or depth: _____

\$50.00 - Corner Booth Request Fee _____

\$40.00 - Electric Fee per Line (electric is limited, there is **no sharing of electric**, electric locations limited)

Number of 110/120amp Lines - Reason for electric: _____

All vendors using electric are required to have a fire extinguisher at booth

Check #: _____ Date: _____

Credit Card #: _____ (Visa, MasterCard, or Discover)

Expiration Date: _____ Credit Card Code: _____

Entire payment must be submitted with application - Application fee will be processed upon receipt. All other fees will be processed after notification of acceptance. If not accepted, booth fee check will be returned and credit card will not be charged.

All fees must be paid by Friday, March 19, 2021, or a \$100 penalty fee will be charged

There will be a \$35.00 fee for each returned check from your bank

Make checks payable and mail to: Westmoreland Arts & Heritage Festival or WAHF

Vehicle Information - Please list vehicle for your assigned space: vehicle, camper/RV, trailer. Be specific. Parking is **extremely** limited. Arrival with any vehicle other than listed below could result in on-site parking being denied.

Vehicle: _____ Vehicle Plate #: _____ Vehicle Length: _____

Camper/RV Make: _____ Camper/RV Plate #: _____ Vehicle Length: _____

Trailer/Tow Make: _____ Trailer Tow Plate #: _____ Vehicle Length: _____

Choose one: Returning Vendor, last year attended: _____ New Vendor

If returning, I would like the same space as in 2019. Yes No *Checking box does not guarantee placement.*

Vendor Check-in - Tuesday, June 29, from 9 a.m. to 6 p.m., and Wednesday, June 30, at a scheduled time between 8 a.m. and 7 a.m. Scheduled time depends on your booth location in the park. WAHF does not guarantee any time slot to any vendor.

Choose one: Tuesday, June 29 Wednesday, June 30 Preferred Check-in Time: _____

**All vendors must check-in and set-up either Tuesday, June 29, or Wednesday, June 30
No set-up is permitted Thursday, July 1**

This application serves as a contract for exhibiting at the Westmoreland Arts & Heritage Festival.

Upon acceptance, exhibitors in the Artist Market will be held to the rules and guidelines listed in this contract.

Please read carefully and retain a copy of this document for your records.

Craft Category:

Choose one (1) of the following categories and indicate and describe below: Baskets, Candles, Children's, Clay & Pottery, Fiber, From The Kitchen (see below), Fine Art, Garden, Glass, Home Décor, Jewelry, Leather, Metalwork, Mind & Body, Miscellaneous, Pet, Sculpture, Woodworking.

Category and Detailed Category Description:

Price range of products: _____

Accepted Categories: Listed above. "From The Kitchen" -- no more than 10% of the product can be ready-to-eat. WAHF reserves the right to determine amount, type, quality, and quantity. Ready-to-eat products are considered a food booth and a food booth application must be submitted. The Artist Market Committee reserves the right to reassign categories at their discretion.

Not Accepted: Any commercially-produced works. No buy/sell items. Works made from commercially-produced patterns, molds or castings. Items made from kits. When it is necessary to use commercially-produced materials to complete the function of the work, the pre-manufactured components must be subordinate to the original artistic interpretation and technique of the finished product and cannot be sold separately.

Photos: Submit five (5) photos: three (3) of work, one (1) of your work being made by you in your workshop, and one (1) of work displayed in booth. **Only** digital images will be accepted. The display booth photo is considered for content and appearance and is part of the acceptance process. The work shown in the photos must be an accurate representation of the work sold in the Artist Market at the time of the Festival. Images **must** be emailed to info@artsandheritage.com. Submit one (1) file (JPG or GIF) for each image. Images from prior year's Festivals are not retained. You may submit more images than required.

Incomplete applications will not be accepted for jurying

WAHF is not responsible for loss or damage to tents, vehicles, trailers, or merchandise

Pages two (2) through four (4) must be submitted; no exceptions

Release and Acceptance

General Release and Acceptance of Rules - This contract is for the Westmoreland Arts & Heritage Festival to which the vendor applies or is accepted. **I, the applicant, have read this licensing application/contract and agree to abide by said conditions. I, the applicant, hereby declare and affirm that any and all work I exhibit has been personally hand-produced by me.** In addition, I, the applicant, do expressly release the Westmoreland Arts & Heritage Festival of and from any and all liability for any damage, injury, or loss to any person, business, or property which may arise from the licensing and occupation of the exhibit space by the applicant, and agree to hold and save the Festival harmless of any damage, injury or loss by reason thereof. I understand that if this application/contract is not accepted, fees (booth fee and electric fee, if submitted) will be returned. If this application/contract is accepted, I give permission to use my name, business name, photos, item prices, and any photographs, videotape, or images taken of me or any items, for any and all purposes. If accepted, I authorize my credit card listed above to be charged all fees.

Applicant Signature: _____ Date: _____

The Westmoreland Arts & Heritage Festival receives state arts funding support through a grant from the Pennsylvania Council of the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency. The Westmoreland Arts & Heritage Festival is a 501 (c)(3) Nonprofit Organization. A copy of the official registration and financial information of the WAHF may be obtained from the Pennsylvania Department of State by calling toll-free within Pennsylvania, 1-800-732-0999.

Participation or registration does not imply endorsement.



Mail application to: Westmoreland Arts & Heritage Festival, 252 Twin Lakes Road, Latrobe, PA 15650

Questions? E-mail: info@artsandheritage.com

Phone: 724-834-7474 Fax: 724-850-7474

Artist Market Notices, Notifications, and Festival Conditions

Keep for Your Records

1. Decisions concerning acceptance status will be mailed out after March 19, 2021. Do not call the office regarding your acceptance status before this date.
2. Payment of the \$25 application fee will be processed upon receipt. Payment for booth fee and electric (if applicable) will be processed upon acceptance. Booth, late fee (if applicable), and electricity fees will be returned to applicants who are not accepted.
3. Set up begins Tuesday, June 29, 2021. Check-in times: June 29, 9 a.m. to 6 p.m., anytime throughout the day; June 30, 8 a.m. to 7 p.m., as scheduled.
4. For ease of set-up there will be scheduled set-up times for Wednesday, June 30. Your scheduled time will depend on your location in the park and size of your vehicle. If you are unable to arrive at your scheduled time, you may be required to wait to enter the park.
5. Unload everything from your vehicle and remove your vehicle from the park before you begin setting up. This will be strictly enforced.
6. **NO set-up will be allowed Thursday, July 1, 2021.**
7. Vendors may drive their vehicle into the park each morning to stock their booths. All vehicles must exit the park by 10 a.m.
8. Vehicles may re-enter the park once the Park Police have deemed it safe.
9. No full refunds will be given after the acceptance notice is sent out. See “Conditions of the Show” for details of partial refunds.
10. Booth sitters are available to watch your booth for a short period of time. Call 724-834-7474 during the Festival (cell phone access is limited in the park) or ask any board or committee member with a badge for assistance.
11. All vendors using electric are required to have a fire extinguisher at their booth.
12. No vendor is given exclusivity.
13. Space request will be honored whenever possible; however, space assignment is at the discretion of the Festival.
14. Vendors must collect their own 6% PA Sales Tax. The contact number for PA Tax is 1-888-PATAXES.
15. A \$35 fee is charged each time a check is returned by your bank.
16. Unloading of all equipment and moving equipment to individual booths is the responsibility of the Artist Market Vendor. Park personnel, Festival staff, and volunteers will not be permitted to assist because of the potential for personal injury.
17. All spaces are outdoors. Do not assume the ground will be level; be prepared to deal with uneven surfaces. Bring adequate materials to ensure the stability of your booth.
18. Vendors are **not** permitted to tear-down until after 6 p.m. on Sunday, July 4. Vehicles will not be permitted into the park until the park police have deemed it safe. You have until Tuesday, July 6, at 5 p.m. to vacate the park.
19. No generators permitted in the park.
20. Because of the volume of Festival attendees, we cannot guarantee wireless or Internet service during the Festival. If you take electronic payments, please have a back-up plan.

21. **Parking:** Parking at the Festival is extremely limited. Your parking space may be within walking distance to your booth space. All potential parking locations are distributed with consideration of booth location. One (1) parking permit is issued to all Artist Market vendors in a designated lot and space and is issued at check-in. This includes campers/RVs, trailers, and towed vehicles. Permits are issued for primary vehicle only--additional permit(s) are required for any towed vehicles/trailers. Your parking permit must be displayed on the vehicle at all times for identification. Vendors incorrectly or illegally parked will be required to move their vehicles and may be ticketed. Additional parking passes for the RTC Lot can be purchased at the Festival Office.
Any vendor found parking in the paid visitor parking lot will have their booth shut down.
22. **Awards:** There are three (3) awards exclusively for the Artist Market, the Art Award, Heritage Award, and Westmoreland Award. All award winners will receive special recognition at the Festival and a \$400 booth credit for 2022. All Artist Market vendors may also enter the Westmoreland Art Nationals Juried Fine Art & Photography Exhibition. For more information concerning the Westmoreland Art Nationals, visit www.artsandheritage.com or call the Festival Office.

Conditions of the Show

1. The Artist/Craftsperson, hereby referred to as vendor, who designs the work and is a principal of the business, must be present to display their work. If the craft or art is signed by an individual, that individual is required to be at the Festival. If the business is named after the vendor, that individual must be present at the Festival.
2. All work must be original and completely finished. Imports, kits, items made from kits, items made using commercial patterns or commercial molds, items assembled from pre-manufactured components, or unfinished work are not permitted.
3. Vendors may not display items not listed on the application without prior approval. Vendors may only show work typified by the photos and is **handmade by the vendor** listed on the application. The vendor will be asked to remove any item not listed on the application, not depicted in the photos, not handmade by the vendor. Failure to abide by these conditions will result in the vendor being removed from the Festival with no refund given.
4. An application is a commitment to show. No full refunds will be given after the acceptance notice is sent. Partial refunds will be given as follows: March 19, 2021, or before - 40% refund. March 20, 2021, or after - no refund.
5. Post-dated checks will not be accepted. Do not ask the Festival Office to hold your check.
6. All fees must be paid in advance. **No vendor will be permitted to set up until all fees are paid in full and the application completed.**
7. Requests for specific placement will be reviewed at the discretion of the Artist Market Committee.
8. All Committee decisions regarding space assignment are final. Once assigned a space, vendors are not permitted to set up elsewhere.
9. The vendor's booth must be open and staffed during all regular Festival hours. Any vendor arriving late, leaving before closing, or breaking down during Festival hours may be refused entrance to future Festivals.
10. Spaces not occupied by 8 a.m., July 1, may be filled by another vendor with no refund or allowance.
11. Vendors may not bring pets to the Festival. No animals are permitted in the Park.
12. The vendor agrees to carry insurance covering the loss or damage of any piece of art, equipment, or other supplies that relate to the display. A Certificate of Liability must accompany the application.
13. Vendors found in violation of any of the "Conditions of the Show" may be excluded and have their booth removed from the Festival by the Chair of the Board.
14. This contract constitutes the entire agreement between the parties hereto and there are no other understandings, oral or written, relating to the subject matter hereof. This agreement may not be changed, modified or amended, in whole or in part, except in writing and signed by all parties.