

## **ARTIST/VENDOR REQUIREMENTS**

### **BAY AREA HOUSTON FINE ARTS AND CRAFTS FESTIVAL**

Friday and Saturday, November 4 & 5, 2011 - 10:00 AM to 6:00 PM

For **outdoor space**, exhibitors must provide their own 10x10 white tent with equipment and display furnishings, including tables and chairs. The **indoor spaces** are blocked off into approximately 8 x 10 ft. open areas, most backed up to gallery walls. Two chairs are included with each indoor space. Other booth space furnishings must be provided by the artists.

**Display and Art/Craft Work Photos** - Please include the following photos with your application: One actual photo of your display, plus, two photos of what you intend to sell. Photos will not be returned.

**Spaces will be assigned – no changes made the day of the show.**

**No garage sale items will be accepted and all items must be family friendly.** If items displayed in the booth do not meet guidelines, the exhibitor will be asked to remove items. If there are issues, the exhibitor may be asked to forfeit his/her booth space and no refunds will be given.

**No food items may be sold. Pets are not allowed at the show.**

**Exhibitors must be present at all times during the show.** No booth will be left unattended. Each vendor must stay open until published closing time unless given express permission of the show managers.

**Deadline for application submission is August 15, 2011.**

**Applicants must pay by check, money order, or cashier check.** Credit Card payments are not accepted.

**The Arts Alliance Center at Clear Lake will not be held responsible for any damages incurred during the set-up, the event, overnight, or tear-down.** Security will be provided.