



Nautical & Wildlife ART FESTIVAL and Craft Show JANUARY 14-15, 2017

Application 2017

Primary Contact _____

Trade Name (how you prefer to be listed) _____

MD Sales Tax ID: **required for shows in MD** _____ **My product is 100% handmade by me:** YES _____ NO _____
*You must collect and remit 6% MD Sales Tax on all sales. A temporary permit will be issued if needed.
We furnish the MD Comptrollers Office a list of all Exhibitors for each show.*

Daytime Phone _____ Cell phone _____

Email (required) _____ Website _____

Address _____ City, State & Zip _____

Please list and/or describe exactly what you plan to sell. *You may be asked to remove any items that are not listed or approved prior to the show.*
Attach additional sheet(s) if necessary. _____

MEDIA/CATEGORY: (check one; if other please include brief description) Fine Art/Fine Craft Craft

- Basketry Pottery Fine Arts/Graphics Textiles Jewelry Leather Specialty Foods
- Metal Mixed Media Photography Paper Wood Glass Other

BOOTH OPTIONS: *Deadline December 31, 2016*

10x10: \$225 10x20: \$375 10x30: \$550

Corner Booth \$50 additional charge

Total Booth Fee _____

Name Badges (2 per booth, \$3 each additional)

free _____

free _____

\$3 _____

\$3 _____

\$3 _____

\$3 _____

ALL APPLICATIONS SUBMITTED AFTER DECEMBER 31
MUST INCLUDE A 10% LATE FEE.

ENCLOSE TOTAL _____

Postcard Requests—

Please send me ___ 25 ___ 50 ___ 100

PAYMENT OPTIONS:

CHECK OR MONEY ORDER: *No Checks accepted after show deadline.*

CREDIT CARD: *A 3.5% transaction fee will be added to your total.*

CREDIT CARD PAYMENTS ONLY AFTER DECEMBER 31.

Visa Master Card Discover American Express

Card # _____ - _____ - _____ - _____

Exp. Date: _____ 3-digit code on back of card _____

Name on Card: _____

Signature _____

Billing Zip Code for Card: _____

**SHOW SET-UP IS JANUARY 13 10AM - 7PM
SHOW HOURS ARE SATURDAY 10AM - 5PM AND
SUNDAY 10AM - 3PM**

GENERAL RELEASE & ACCEPTANCE OF RULES:
I, the undersigned, have read and agreed to all terms and conditions stated herein. Rules are also available online at www.ocshows.com or by email request.

Signature _____ Title _____ Date _____

RULES AND GUIDELINES OF THE SHOW

1. Space will be assigned by Marketing Solutions, Inc. (herein after called Management) at Management's discretion. Specific location requests will be considered but are not guaranteed. Management reserves the right to locate or re-locate exhibit spaces for the benefit of the exhibitor or the betterment of the Show. Space assignment will be communicated to Exhibitors on set-up day.
2. Corner spaces are not guaranteed. The Exhibitor will be notified when he receives his Confirmation Letter if a corner request has been granted. If Management is unable to accommodate a corner request, the Exhibitor's corner fee will be refunded at that time.
3. Business or personal check is the preferred method of payment. Credit cards are accepted and will be subject to a 3.5% transaction fee (applied to the total charges).
4. A \$35 fee will be charged on any check returned by the Exhibitor's bank.
5. Applications submitted within 10 business days prior to the Set-Up Day of any Show must remit payment by cash, money order or credit card only. No checks will be accepted within this 10 day window.
6. Exhibitors may not set-up their booths until all balances including charges for booth fees, badges, late fees and bank fees are paid in full. Outstanding balances must be paid by cash, money order or credit card. No checks will be accepted at the Show.
7. Management reserves the right to cancel any show and return collected fees. Exhibitors may cancel a show for any reason. Please notify Marketing Solutions Inc. immediately. Notice given before 90 days prior to the Set-Up Day of any show will qualify for a full refund. Notice given before 45 days prior to the Set-Up Day of any show will qualify for a 50% refund. Notice given within 45 days of the Set-Up Day of any show will not qualify for a refund. No exceptions will be made to this policy regardless of situation.
8. Each booth is provided with 8' pipe and drape back wall and 33" pipe and drape side partitions. Exhibitors assigned a corner space are permitted to remove the 33" side panel that accesses their aisle. If requested, the rear half of an Exhibitor's side walls may be extended with pipe and drape to the same height as the back wall. The forward half of the side walls may not be raised and must remain open to permit side viewing through the booth. This regulation does not apply to an Exhibitor's personal display equipment, such as wire grids, shelving, risers or other.
9. Each booth is also provided with one (1) 6' table, 2 chairs, wastebasket, and electric. Access to electric is generally via a shared 4-outlet extension box that may or may not be directly located inside an Exhibitor's booth. It is strongly encouraged that Exhibitors bring appropriate extension cords and/or power strips to accommodate their individual power needs.
10. Extra tables and other Exhibitor Services are available directly from the Convention Center. The Services form is available on the website or will be emailed by request.
11. Each Exhibitor must lease at least one booth. No subletting is allowed.
12. The Artist or Crafter who designs and creates the work *must* be present to show their work. NO dealers or sales representatives are allowed.
13. All work must be original. No imports, kits, art and craft supplies, commercial items or other merchandise, commonly described as "buy-sell", are permitted for either display or sale.
14. Exhibitors must fully list and/or describe all work they plan to display. Photos are required from all new applicants. If any items are displayed which are not listed on the application and/or do not meet show criteria, Exhibitors may be requested to remove them. Management reserves the sole discretion to interpret and enforce this regulation. No refund will be given for not adhering to show criteria.
15. The Exhibitor's booth must be open and adequately staffed during all hours which the show is open. It is strongly encouraged that Exhibitors be present in their booths at least 15 minutes prior to any day's show opening. Management shall not be liable for damage or loss resulting from Exhibitor's failure to properly staff his booth.
16. Exhibitors' booths must not interfere with adjacent exhibits in any way. No display or merchandise is permitted to protrude into aisle ways.
17. Exhibits which include the operation of musical instruments, radios, sound, motion picture equipment or any noise making machines must be operated such that the noise resulting from there will not annoy or disturb adjacent Exhibitors or their patrons and must be approved by Management. Management reserves the sole discretion to interpret and enforce this regulation.
18. Exhibitors are expected to maintain a clean and professional booth. All tables must be covered on all sides. Exhibitors will not be permitted to store packing crates or boxes in their booths during the show period. But these, when properly marked, may be stored in a designated holding area, if available, until after the show closes. It is the exhibitor's responsibility to identify and mark his own crates. Boxes not properly marked or identified may be destroyed. The availability of a designated storage area is not guaranteed.
19. Exhibitors are charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety including but not limited to State of Maryland laws, Town of Ocean City ordinances and Roland E. Powell Convention Center rules, regulations and policies.
20. Management will not be liable for refunds or any other liabilities whatsoever including but not limited to damage or loss of revenue for failure to provide space for exhibit or removal of any exhibit either before or during the show due to fire or any other calamity, or by any Act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any cause beyond its control.
21. Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, works, displays and equipment for the duration of the show including move-in and move-out.
22. Exhibitors have provided their email addresses and periodically may receive messages containing information, updates or special offers about one or more of the Shows produced by Marketing Solutions, Inc. Management will not share, barter or sell Exhibitor email information to any third party. Exhibitors are encouraged to remain on the OC SHOWS mailing list as email will serve as the primary method of communication regarding Show information but will always have the opportunity to unsubscribe from this list when/if messages are received.
23. From time to time Management receives requests from the public for specific Exhibitor contact information. In these cases it is our policy to furnish mailing address and/or phone number. We do not provide email addresses to any third party.