

# Hilliard Historical Society Art & Craft Fair Exhibitor Rules and Regulations

## Application process:

1. All work must be original, handcrafted, and created by the approved artists. Buy-sell, kits, imports, commercial and mass-produced items will not be accepted. This rule shall be strictly enforced to the best of our ability.
2. We expect you to submit your application on-line. If that is not possible, you may print it from the website and mail it in. In special cases, you may specifically request that we mail it to you.
3. Please provide a clearly legible e-mail address so that we can communicate information to you as needed. It is suggested that you add [hilliardohiohistoricalsociety@gmail.com](mailto:hilliardohiohistoricalsociety@gmail.com) to your contacts so you won't miss any communications from us.
4. Outdoor spaces measure 10' x 10' and are located on grass. Covered Pavilion spaces are 8' x 8' and are located on concrete.
5. You must provide your own tables, chairs, display hardware, etc. Tents or canopies (10' x 10' maximum) are allowed outdoors only and should be strong enough to withstand the weather.
6. No electricity will be provided. Quiet generators may be used outside so long as they do not disturb other exhibitors.

## Set-up and day of the show:

1. Display set-up time is from 8:00 am to 9:45 am the day of the fair.
2. Your vehicle should be unloaded and parked in a designated area before setting up your display.
3. Fair hours end at 3:00 pm. It is critical that you do not start packing up or taking down displays until after that time. Violation of this rule will impact your chances of being invited back.
4. You will be responsible for researching, collecting, and reporting all applicable local and state sales taxes to the appropriate department of revenue. Out of state exhibitors must also adhere to their individual state laws.
5. Should you display any craft or wares in your space different from the items stated in your application or that have not had prior approval by us, you could be requested to remove such items or be subject to expulsion from the event.
6. The Art and Craft Fair committee reserves the right, at its' sole discretion, to require an exhibitor to withdraw from the fair in case of misrepresentation or undesirable behavior.
7. Photos taken by our committee members or designees at the fair or those provided by the exhibitor, may be used for advertising and promotion purposes (News releases, Web Site, Facebook, etc.).