

**CHAUTAUQUA CRAFT SHOW & BAZAAR APPLICATION- 3 PAGES**

**Saturday, June 21, 2025 (9 AM - 5 PM)**

**AND**

**Sunday, June 22, 2025 (12 PM - 5 PM)**

**Located at 250 South 4<sup>th</sup> St., Wytheville, VA 24382**



**APPLICATION FORM- Please complete all 3 pages. Incomplete applications will NOT be accepted.**

Booth/Business Name \_\_\_\_\_

Contact/Vendor Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email/Website \_\_\_\_\_

**Brief Description of Merchandise to be sold:**

\_\_\_\_\_

\_\_\_\_\_

**Special Requests/Instructions**

\_\_\_\_\_

\_\_\_\_\_

**Please mark desired booth below—please note special requests will be taken into consideration but are not guaranteed.**

**INDOOR BOOTH: 10X10 \_\_\_\_ (\$85.00) 10X20 \_\_\_\_ (\$170.00) \_\_\_\_\_ Electricity (\$5 additional)**  
\_\_\_\_ Please mark if electricity is needed (must bring own power strip; only available for wall booths- limited number available). Vendor must supply tables and chairs.

**OUTDOOR BOOTH: 10X10 \_\_ (\$75.00) 10X20\_\_ (\$150.00)**  
Outdoor spaces are in a grassy area bordering the Community Center where indoor show is located. Vendor must supply tents, tables, and chairs. NO ELECTRICITY.

**APPLICATION FEE \_\_\_\_ (\$10.00) LATE FEE** Only include if applying after May 15, 2025

**AMOUNT ENCLOSED** \_\_\_\_\_ Please send check(s)/payment along with this application.

**Payment MUST accompany application. Please make checks payable to: Wythe Arts Council, Ltd.**

Applications can be submitted physically by bringing them to Wytheville About Face, 145 Tazewell Street, Wytheville VA, 24382 --- if you would like a receipt for your application you will need to physically bring it to the business.

**DEADLINE - May 15<sup>th</sup>, 2025 (Applications may be accepted after deadline if space available)**

*Please enclose completed application (All 3 Pages MUST BE COMPLETE), and payment to:*

Chautauqua Craft Show & Bazaar  
c/o Kelsey Robert  
145 Tazewell Street Unit A  
Wytheville VA, 24382

*If you have been a vendor in the past we will try to place you in the same spot as previous years however, we cannot guarantee that you will be in the same spot. We will adjust as needed to best accommodate everyone.*

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### Rules/Eligibility/Guidelines

- All artists/vendors must be 18 years of age or older to exhibit.
- No duplicate vendors will be allowed for vendors/direct sales.
- Booth spaces are non-transferable. Shared booths are permitted upon approval.
- Booth spaces are 10' x 10'; your booth shall not exceed the 10x10 feet space provided (this includes tent legs/stakes, tables, displays)
- A limited number of spaces are available. Early application is encouraged.
- All vendors must supply tables/chairs/tents etc.
- All sales will be conducted between the artist/vendor and the purchaser.
- Artists are responsible for collecting, paying, and remitting Virginia Sales Tax of 5.3%.
- All exhibitors are expected to be in attendance to manage their displays.
- The WAC and Kelsey Robert are not responsible for any damaged/stolen merchandise.
- Vendors must participate both days Saturday and Sunday and remain OPEN for the entire event.

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### Set Up Hours & Information:

- Friday, June 20th, 4 PM - 7 PM and Saturday, June 21st, 7 AM- 9 AM
- Vendors are responsible for all tables/chairs/tents needed for their respective space.
- Vendors are allowed to park on the main street between the community center and courthouse during unloading and set up times—it is then requested that vendors and their guest move their vehicles to a side street or parking area to allow spaces for customers.
- The Community Center may be accessed 1 hour prior to opening for restocking on Sunday, June 22<sup>nd</sup> at 11 am.
- Light refreshments will be provided for vendors ONLY. Restrooms will be available for vendors only. Vendors are responsible for their trash and pick up of their space.
- All vendors & approved guests will be required to check in upon set up arrival and required to wear a name badge that will be provided at check in.
- **All booths must remain open during the specified hours of the Bazaar (Saturday, 9 a.m. - 5 p.m.; Sunday 12 p.m. - 5 p.m.) NO VENDORS ARE ALLOWED TO BREAKDOWN EARLY OR CLOSE EARLY!**
- ***Vendors must be at their booth at least 15 min prior to opening the event. The WAC & Kelsey Robert are not responsible for lost/stolen/damaged items.***

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### Application Procedures

- All applications must be completed and signed.
- Send completed application and appropriate vendor fee to Kelsey Robert
- Applications can be mailed to Kelsey Robert or dropped off at Wytheville About Face during business hours at 145 Tazewell Street, Wytheville VA, 24382—if you would like a receipt for your payment, please physically bring your application to the above address/business.
- Make Checks Payable to the Wythe Arts Council, Ltd. - checks will be cashed/deposited 1x monthly.
- If you would like to send payment electronically, please contact Kelsey Robert at 276-613-1940
- For advertising purposes if you would like your booth advertised please email pictures of selling items to expedite approval process to [ChautauquaCraftBazaar@gmail.com](mailto:ChautauquaCraftBazaar@gmail.com) Any images/pictures may and can be used for advertising the Craft Show & Bazaar in newspapers, social media, etc. and are greatly appreciated and highly encouraged.
- Approvals will be after application has been submitted and will be sent through email and text.

- Please allow a few weeks to receive email communication from Kelsey Robert about your approval after turning in your application.
- It is recommended to send communication to Kelsey via text/email that you have mailed your application or dropped off your application. (276) 613-1940 or [ChautauquaCraftBazaar@gmail.com](mailto:ChautauquaCraftBazaar@gmail.com)
- The WAC & Kelsey Robert will NOT refund any application fees if a vendor does not show for the event.

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**Vendor Name/Guests**

Please provide the names of individuals that will be assisting you during this event. These individuals will be required to have a name badge to access vendor only areas. Name badges will be provided at check in.

Vendor Name/Main Contact: \_\_\_\_\_

Guest/Assistant #1: \_\_\_\_\_

Guest/Assistant #2: \_\_\_\_\_

Kelsey Robert will be your point of contact for the event and can be contacted at 276-613-1940 text or call.

Participants do hereby and hereafter agree to indemnify the Wythe Arts Council, Ltd. and the Chautauqua Bazaar Show of and from all manner of claim, damage suit, judgment, decree cost, expense, and injury, personal, or property whether or law or in equity arising out of the activities and display and related activities at the Chautauqua Bazaar, whether by applicant, its agent, customers, invitees, or business visitors. Applicant further agrees that neither the Chautauqua Bazaar nor the Wythe Arts Council, Ltd. shall be in any way, manner, or amount responsible for the theft, damage, or destruction to applicant’s merchandise or equipment on site, howsoever arising.

I agree to abide by all Rules and Regulations set forth in this Chautauqua Bazaar application. I agree to consider this application a commitment to show and realize that no refunds will be made for cancellation after acceptance. ***EXHIBITS CANNOT BE REMOVED UNTIL 5:00 P.M. ON THE DAY OF EACH SHOW.***

Signature \_\_\_\_\_ Date \_\_\_\_\_