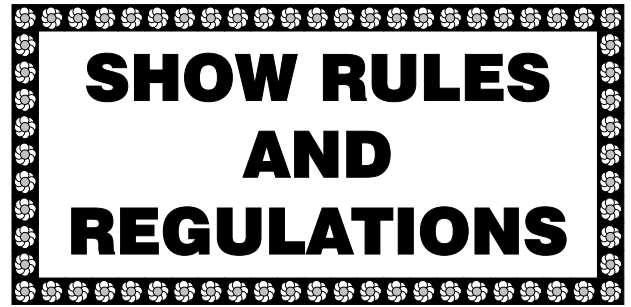


# 3rd Annual



[www.bmgevents.com](http://www.bmgevents.com)



## Eligibility / Application Requirements:

- All items in the 3rd Annual Fredericksburg Arts & Crafts Festival, Oct 11-12, 2008 are to be **original** works, **hand-crafted** in the USA by the vendor filling out the application. No partially finished or manufactured items accepted.
- Photos of your merchandise and at least one (1) of your display are required with your application. Photos may be sent with this application or may be e-mailed to Adrian Silversmith, at [asilversmith@feacc.com](mailto:asilversmith@feacc.com). Photos will not be returned and may be used in event promotion. Past BMG Exhibitors do not need to send photos if the merchandise will be the same as previously displayed. Please reference email as for the 3rd Annual FREDERICKSBURG Arts and Craft Festival, October 11-12, 2008.
- If your application can not be accepted, you will be notified and all deposits will be returned. A \$25 returned check service charge will be assessed for each dishonored check the bank returns to BMG.
- **At registration, all exhibitors will be required to submit one handcrafted item with a value of at least \$20 to be used for hourly door prize drawings for attendees.**
- Ballantine Management Group reserves the right to remove/expel the above applicant without refund.

## Booth / Craft Set-up:

- All tables must be draped to the floor, on the front and sides with wrinkle-free, 'in new condition' table coverings for a professional look. Displays should be appealing to the eye— elements of elevation are a necessity! Flat table top displays will not be allowed.
- Displays, materials, and stored items must stay contained within your booth and may not block aisles.
- All items displayed in the booth must be clearly marked with a price.
- Booths must be staffed at all times.

## Licensing / Taxes:

- All vendors need to comply with State of Virginia tax laws. Refer online at [www.tax.virginia.gov](http://www.tax.virginia.gov)
- Business owners are responsible for collecting and reporting of taxes.

## Miscellaneous:

- Exhibitors must wear their provided exhibitor badge at all times. **Lost badges will be replaced for a \$15.00 fee.**
- Businesses may share a booth for a \$200 fee. Booth space may not be sold, leased or given to another vendor without prior written consent by the promoter, Ballantine Management Group of Virginia.
- Bring plenty of small bills and change.
- **BOOTH/SPACE Payments are to be made out to:**  
**BALLANTINE MANAGEMENT GROUP of VIRGINIA**
- **OTHER Payments**, Decorating/Electrical, etc paid to: **FREDERICKSBURG EXPO CENTER**
- **Displays must stay assembled and product must be available until the end of the show. NO PACKING UP EARLY!** Vendors who pack up early will be ineligible for all future Ballantine Management Group Productions.

Additional Decorating & service order forms, move-in instructions, directions, and other pertinent info will be sent to you after your application is processed. Questions can be directed to your BMG Sales contact listed on the enclosed application page. These rules & regulations, and show information can be obtained from our website, [www.bmgevents.com](http://www.bmgevents.com)

**By signing and returning the enclosed contract page you certify that you have read, understand, and agree to abide by all of the rules & regulations set forth above.**