



## VillageFest Application Process Checklist

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- Letter of Intent:** Explains the vendor's intentions for showing their goods. Should include anticipated status (year around or seasonal booth); duration of attendance, frequency of shows.
- Marketing or collateral for merchandising products** (such as brochures, rack cards, business cards, etc). Also include list of items to be presented for sale.
- Photos of Artist and showroom or studio** including photos of artist making their art or craft. Detailed photos showing the creation process with 1) photos of raw material 2) photos of work in process 3) photos of finished product. You may also provide video or a live demonstration of the creation of your product at the board meeting. Discuss details with the VillageFest coordinator.
- Photo of Booth layout**
- Receipts for raw materials** used to make craft.
- \$25 Non-Refundable application fee**, also include copy of Driver's License or Government Issued Identification.
- Completed and signed application.**

Per the VillageFest Board of Directors:

Adopted on October 19, 2004

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### Office Use:

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|--|---|
| <input type="checkbox"/> Contact Sheet         | <input type="checkbox"/> 5-10 or 6-10 traffic buttons                   |
| <input type="checkbox"/> Insurance             | <input type="checkbox"/> Cords, Power strips, duct tape                 |
| <input type="checkbox"/> Business license      | <input type="checkbox"/> Payments by 15 <sup>th</sup>                   |
| <input type="checkbox"/> Health permit         | <input type="checkbox"/> Notices  |
| <input type="checkbox"/> Space Fee             | <input type="checkbox"/> Absenteeism                                    |
| <input type="checkbox"/> Space Number          | <input type="checkbox"/> Business Cards, cell number,<br>payment number |
| <input type="checkbox"/> Vendor Access Pass    | <input type="checkbox"/> Neighbors                                      |
| <input type="checkbox"/> Permit Placard        |   |
| <input type="checkbox"/> Loading/unloading map |   |

Participation (circle one)    Annual    Season 1    Season 2    Standby

Business License \_\_\_\_\_ Insurance \_\_\_\_\_

Health Permit \_\_\_\_\_