

AAOS Arts & Crafts Festival FAQs

When and where is the festival held?

The AAOS Arts & Crafts Festival will be held from 10am to 5pm, September 1-3, 2023 (Labor Day weekend) at the Ocean Shores Convention Center, 120 W Chance a La Mer NW, in Ocean Shores, Washington.

What is the application and payment deadline?

April 1, 2023

How do I apply?

- Complete and submit the online application form; then complete and submit the online payment form.

OR

- Download, complete and mail the application form along with your check, **payable to AAOS:**

AAOS Arts and Crafts Festival
Associated Arts of Ocean Shores
PO Box 241
Ocean Shores, WA 98569

- Applications are not considered complete until payment is received. Booths are assigned on a **First Paid** basis. Vendor applications received without payment will not be assigned a space.

What types of arts and craft are allowed?

- Art and craft work must be original and designed and created by the artist vendor.
- Printed items based on the artist's original design are allowed.
- Reproductions and mass-produced items are not allowed.
- Artists failing to comply will be prohibited from participating in future AAOS shows.

Can I exhibit artwork that wasn't listed in my application?

Yes, but all artwork must meet the criteria listed above.

Can more than one artist share a booth?

Yes, please indicate shared artist/vendor names, listed separately, on one application. Only one booth fee will apply.

Do I need to have a business license?

Yes, all participating artists must have a current business license.

What are the booth/space fees:

Indoor Artist Vendor Space Rental Rates:

Interior 10' x 10': \$175 (includes an 8' high back drape and 4' high side drapes)

Corner 10' x 10': \$200 (includes an 8' high back drape and one 4' high side drape)

Tables: \$5 each

Outdoor Artist Vendor Space Rental Rates:

10' x 10' interior booth space only: \$175

Electricity: \$25

Outdoor Food Vendor Space Rental Rates:

10' x 10' booth space only: \$250

10' x 20' space for food trucks, tents or trailers: \$400

Electricity: \$25

NOTE: Weights on outdoor booths are required! Minimum 40 lbs for each corner

How will I know if I'm accepted?

Applicants will receive a Letter of Acceptance via email by May 1, 2023.

If I'm not accepted, how will I be reimbursed?

All reimbursements will be returned in the same manner as the original payment was received, less a \$25 administrative fee, approximately six weeks after May 1st, 2023.

What is the cancellation policy?

- Cancellations made at least 30 days in advance of the show will receive a full refund of the application fee, less a \$25 administrative fee.
- Cancellations received two weeks prior to the show will receive a full refund, less a \$50 administrative fee.
- No refunds will be issued for cancellations made after August 15, 2023. No exceptions.
- Cancellation requests must be received in writing by email sent to artsandcraftsaos@gmail.com.

What if the festival is cancelled?

Artists will be reimbursed within 30 days, less a \$10 administrative fee.

Where is my booth space?

Participating artists will receive an email with their booth assignment, along with their Letter of Acceptance, and a layout of the festival, by May 1, 2023.

How are spaces assigned?

Booth spaces are assigned on a **First Paid** basis. AAOS will make every effort to fulfill special space requests but does not guarantee it. Assigned spaces are final.

Is there a map of the festival layout?

A layout of the festival will be emailed to participating artists along with their booth assignments by May 1, 2023.

When can I set up?

All artists must check in with festival staff prior to setting up a booth on Thursday, August 31st, between the hours of 10:00 am and 5:00 pm, or on Friday, September 1st, between 8:00 am and 10:00 am. Check-in points will be indicated on the festival layout.

Where can I find festival staff during the show?

The AAOS info booth location will be shown on the show layout. Festival staff will wear identification badges and roam the aisles continuously throughout the festival.

What is the loading procedure?

Nothing is to be brought into the Convention Center through the glass doors. Please use the solid doors nearest to your assigned space to move articles in and out. After unloading, and during the show, artist's vehicles must park in the lot west of the Convention Center. City Ordinance prohibits overnight camping and overnight parking at the Convention Center. Parking signs will be posted. Parking around the Convention Center is reserved for customers only. Citations will be issued for non-compliance.

When am I required to be in my booth?

- Exhibiting artists are required to be in their booth between 10 am and 5 pm on all three days of the festival.
- Festival staff will be on site during set up to ensure that participants are in their correct assigned space.
- Chairs, tables and artwork must be kept within the confines of your booth space at all times. Aisles must be kept open. Canopy frames may be utilized without the top coverings, per Fire Code. Outdoor tents must meet Fire Department specifications. Canopies or mesh sides are not permitted.
- Festival staff will come by several times each day to provide brief breaks for participating artists.

Can I leave my artwork in my booth overnight?

Yes! The convention center building is locked each evening after 5:15 pm. Security is provided.

I reserved an outside booth, what if it rains?

- The festival will go ahead unless there is a weather or other catastrophe.
- Be prepared for rain by bringing plastic sheets or tarps to protect your artwork or display; most pop-up tents are not completely waterproof.
- **Weights on outdoor booths are required!** Minimum 40 lbs for each corner.

How are sales handled?

- You are responsible for any sales transactions that occur during the festival, including the collection of Washington State sales tax.
- AAOS recommends bringing petty cash for cash transactions.
- You may use point of sale systems such as Square or Shopify for processing credit card transactions. The convention center has electricity available, please request this at least one week before the start of the festival. Wi-Fi is available, information will be listed on the festival layout.
- AAOS does not retain any percentage of artists' sales.

When can I dismantle my booth?

All booths shall remain until close of show on Sunday. Early tear down is not permitted. Tear down will begin at 5:00 pm and all booths must be cleared no later than 7:00 pm. Vendors failing to comply will not be allowed to participate the following year.

Do I have to clean up my booth space at the end of the festival?

All participating vendors are responsible for leaving their display area in the same condition that they found it. Please remove your entire display and dispose of all garbage.