



Borchard Community Center  
190 Reino Rd.  
Newbury Park , CA 91320



Saturday & Sunday,  
March 5 & 6, 2016  
10:00a.m. - 4:00p.m.  
Borchard Community Center  
190 Reino Road  
Newbury Park, CA 91320  
(805) 381-2791  
Fax: (805) 498-1055  
e-mail: boc@crpd.org

# TWENTY NINTH ANNUAL SPRING ART & CRAFTS FESTIVAL

You are cordially invited to submit your application for the  
TWENTY NINTH ANNUAL SPRING ART & CRAFTS FESTIVAL.

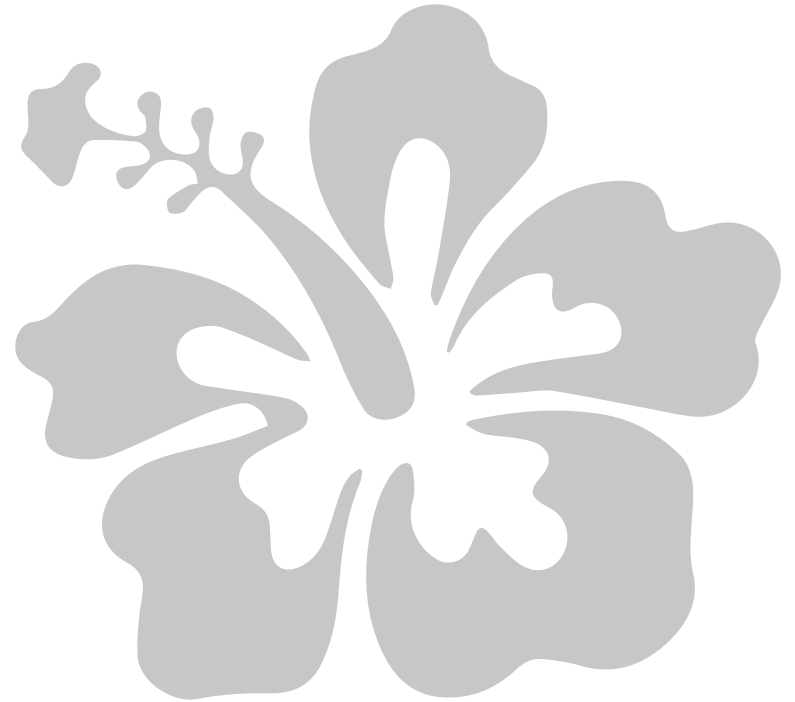
This two day event includes a children's activity area, a variety of refreshments for purchase and over one hundred artisans in a highly visible park setting.

The festival will take place from 10:00 a.m. to 4:00 p.m., March 5th and 6th at Borchard Community Park located at 190 Reino Road in Newbury Park, CA.

This lovely community is located on the western edge of the Conejo Valley nestled up against the Santa Monica Mountains in Ventura County.

This event is sponsored by the Conejo Recreation and Park District. The first round of the jury phase will take place December 1-December 15. During this time, your application will either: 1) be accepted; 2) be rejected and wait listed due to your item having a full category; or 3) be rejected due to not meeting the requirement of being a "handmade" item. To increase your chances of your application being accepted for the 2016 Spring Art & Crafts Festival, it is recommended that your application be in our possession during the above first phase period. This however is not a guarantee during the first jury phase as applications will be put in order of acceptance based on the diversity, presentation, creativity and quality of the item. Applications that are received after December 15 will be juried on a first come-first serve basis (as long as they meet the "handmade" item requirement) until such time that the category for said item is closed due to being full. These popular and "full" categories can change from year to year and are determined by the amount of applications that are received and accepted of the same medium. A \$25 Late Fee will be applied to applications that are received after February 1st (Note that many categories and indoor booth spaces are full by this time).

**THE DECISION OF THE JURY IS FINAL.**



# APPLICATION PROCEDURES

All applicants will be notified by mail. As an applicant you will receive one of two packets in your self addressed, stamped 5 x 7" envelope:

- 1) A confirmation letter, festival details, assigned arrival time, publicity postcards, or
- 2) A rejection letter, photographs and space fee.

**It is important to be aware that past participation is not a guarantee for acceptance.** Certain categories fill up quickly, so it is recommended to submit your application by Dec. 1st to increase your chances of acceptance (for the more popular items, e.g. jewelry, clothing, etc.). Vendors will receive their space assignments the day of the event. Acceptance is not transferable to another vendor. Jurys' decisions are final.

## SPACE

Inside booths are in a large gymnasium. Outside booths will be placed on gently rolling lawns or a large flat area.

## SECURITY

We hire a local security company for the overnight watch. The security of your booth and items is **NOT GUARANTEED**.

## REFUND POLICY

No refunds are granted once application is accepted. Refunds are only granted for rejected applications.

## INCLEMENT WEATHER

Rain or shine; the show takes place.

### SUBMIT THIS FORM

## 2016 EXHIBITOR APPLICATION

Name of Exhibitor \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Description and price range of all exhibit items \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time needed to set up display \_\_\_\_\_

Comments/Suggestions \_\_\_\_\_

How many publicity postcards (4.25 x 5.5") would you like? \_\_\_\_\_

Please include proper postage.

NOTE NUMBER OF SPACES NEEDED:

\_\_\_\_\_ \$125 @ Inside 10 x 10 space (no canopies)

\_\_\_\_\_ \$15 Electricity (inside only)

\_\_\_\_\_ \$85 @ Outside 10 x 10 space (and Food Vendors)

\_\_\_\_\_ \$25 Late Fee (after February 1, 2016)

\_\_\_\_\_ TOTAL

CHECKS PAYABLE TO C.R.P.D.

Credit Card \_\_\_\_\_ Exp. \_\_\_\_\_

Visa, MC or American Express

MAILING ADDRESS:

Borchard Community Center

Attn: BOC Festival, Conejo Recreation & Park District,  
190 Reino Road, Newbury Park, CA 91320.

# FESTIVAL GUIDELINES

BOOTHS MUST COMPLY WITH ALL FESTIVAL GUIDELINES:

- 1) All items displayed must be original, unique, creative works handmade and sold by the Artist/Craftsperson.
- 2) Food vendors exclusively serving food are also accepted and must be self-contained and adhere to all Ventura County Health Division rules and regulations regarding temporary food facility standards.
- 3) No manufactured, imported, production line works or kits will be considered.
- 4) Each exhibitor shall exhibit:  
ONE MEDIUM WITH COMPLEMENTARY ITEMS RELATED TO THAT MEDIUM. EVERY MEDIUM WILL BE LIMITED TO ENSURE A WELL-BALANCED SHOW.
- 5) PHOTOS MUST REPRESENT ALL ITEMS TO BE SOLD AS WELL AS DISPLAY OVERALL BOOTH SET-UP. PHOTOS BECOME THE PROPERTY OF THE SPRING ART & CRAFTS FESTIVAL.
- 6) Each display will be carefully screened on the days of the event. Vendors will be asked to leave show if items being displayed and sold are proven to not be hand made.
- 7) All artists/craftpersons applying must submit NEW PICTURES (even if they have participated in our show in the past). Please label all photos with your name, address and phone number on the back.
- 8) It is mandatory that each artist man his/her booth from 10:00 a.m. to 4:00 p.m. on both show days.
- 9) You will have an assigned arrival time. This ensures smooth set-up for all artists. Please allow ample time for travel.
- 10) Booths are 10'x10' (unless special arrangements have been made with event organizers). Encroachment into other vendors' area(s) and/or aisles is prohibited.
- 11) Smoking in or around booths is not permitted.
- 12) Pets in or around booths is not permitted.
- 13) All vendors must be cooperative and attentive when they are approached by the event organizer with a concern regarding exhibitor's booth, product and/or behavior.
- 14) Subletting of booths is not permitted. Vendors sharing a booth must be granted permission by organizer and all names must be on application.
- 15) Understand that participation in CRPD's Spring Art & Crafts Festival is a privilege not a right!

**Fax: (805) 498-1055 • e-mail: boc@crpd.org**

**I understand and agree to be responsible for my booth at all times and agree and will adhere to the above Festival Guidelines. I understand and accept that violation of any of the above guidelines can result in not being invited to next year's show.**

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

# AGREEMENT, WAIVER, AND RELEASE

In consideration for being permitted by the Conejo Recreation & Park District to participate in the above activities, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may here after accrue to me, as a result of participation in said activities. This release is intended to discharge in advance the Conejo Recreation & Park District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activities, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that these activities involve an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above person or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activities.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE **CONEJO RECREATION & PARK DISTRICT** AND I SIGN IT OF MY FREE WILL.

Signature \_\_\_\_\_ Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_  
(NOTE: Signature required to complete registration)

PLEASE NOTE: Conejo Recreation & Park District staff often take photos of participants during classes and special programs, as well as other activities both scheduled and unscheduled. These photos maybe used for publicity purposes in the District's printed materials, as well as online at the District's website: [www.crpdpd.org](http://www.crpdpd.org), on other District sites such as [www.thousandoaksteencent.com](http://www.thousandoaksteencent.com), and on related Facebook or other social media locations.