



## APPLICATION

52<sup>ND</sup> ANNUAL  
SEPTEMBER 18, 2021  
9 A.M. TO 4 P.M.  
ONE DAY OUTDOOR FAIR

*Hillsboro Arts & Crafts Fair is a juried show open to artists and craftsmen presenting original, handmade items, vintage & uniquely re-purposed items, handmade antique reproductions, etc.*

**PLEASE NOTE: THE FOLLOWING ARE NOT ALLOWED:**

**Party based or multi-level marketing home businesses, Flea market and antique items.**

\*\* Fair officials reserve the right to inspect booth merchandise and request removal of any items not properly disclosed on application. Non-compliance may result in ineligibility of vendor for future shows.\*\*

### **APPLICATION REQUIREMENTS**

- Please complete application in full. Omissions/errors will delay processing.
- To ensure Hillsboro Arts & Crafts Fair continues to promote original handmade products, photos are required. Three to five **current** photos of product must be provided along with at least one of the following:
  - Current photo of yourself working on product(s)
  - Current photo of the supplies used in product(s)

If you are a returning vendor, **new photos are required**. Please DO NOT send duplicates of photos from past years. Photos will not be returned. Good photos help fair officials choose the highest quality merchandise.

- Placement requests can be made but **are not guaranteed**. Such requests will be honored on a first come, first serve basis. Placement is the decision of the Fair Committee and is final.
- Vendors may go together to share the cost of a booth.
- Association reserves right to refuse any entry. If not accepted, application fee will be returned.

### **ADDITIONAL ARTIST INFORMATION:**

- **Confirmation of acceptance will be sent via email.** In case of non-acceptance, a letter will be mailed out with returned check by May 31, 2021. Checks of accepted vendors will be deposited on this date. There will be a \$20 insufficient funds charge for any returned checks.
- Hillsboro Arts & Crafts Association and its directors, paid personnel and volunteers of the fair are not responsible for overnight security, inclement weather, loss or damage to property, injury or accidents of any kind.
- Vendors must furnish their own display equipment, weather protection, unloading equipment, tent weights & supports.
- No hay or straw bales allowed.
- No electricity or generators allowed.
- Set-up begins at 7 p.m. Friday, September 17 and runs until 8 a.m. Saturday, September 18.
- The Fire Department requires all booths have a 1-A 10-BC fire extinguisher per regulation 2006 International Fire Code (section 2404.12) and will be inspecting booths.
- No smoking in booths.
- A current motel list is available on the website.
- Sidewalk / Street Booth Information:
  - ▶ Vendors with tents or tall displays should request a street booth/placement and are responsible for weight/support for the tent. Staking is not allowed for any spaces. All merchandise and display items must stay within booth spaces.
  - ▶ Sidewalk placement – No tents or canopies are allowed unless notified otherwise. (Exception for food vendors)

**Deadline for return of application is April 15, 2021**

**Applications received after this deadline require an additional \$10 fee.**

**Please return application and all required materials along with self-addressed business sized stamped envelope to:**

**HILLSBORO ARTS & CRAFTS ASSOCIATION  
110 N. Main, Hillsboro, KS 67063**

**director@hillsboroartsandcraftsfair.org • www.hillsboroartsandcraftsfair.org**

## HILLSBORO ARTS & CRAFTS FAIR - 2021 APPLICATION

Date \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_ KS Tax ID Number \_\_\_\_\_

List other crafts shows in which you participate (if you have participated in the Hillsboro A&C Fair, please list years):

Describe product(s) & how it is made – do not just list product(s) (attach description on separate page if needed): \_\_\_\_\_

**My product is handmade/original** (jury will give strong preference to original merchandise)

Please check if any of your items will be buy/sell & provide photos

**If product is jewelry, please provide price range: \$\_\_\_\_\_ to \$\_\_\_\_\_**

Please indicate size and **number** of booth(s) requested – Limit of 4 spaces

**\$105** – 16'x8' Sidewalk \_\_\_\_\_

**\$180** – 24'x8' Sidewalk \_\_\_\_\_

**\$120** – 10'x10' Street \_\_\_\_\_

Placement request or special requirements: \_\_\_\_\_

**Applications received after April 15, 2021 will require an additional \$10 fee.**

I have enclosed the following:

- Signed application / release
- Booth fee as indicated (plus late fee if after April 15, 2021)
- 3-5 current photos of art/craft (no more than 5)  
(Good photos ensure high quality show)
- Self-addressed stamped **business-size** envelope  
(for placement letter)

*and at least one of the following:*

- a current photo of me doing my art/craft
- a current photo of supplies used in my art/craft
- photo(s) of any buy/sell items, if applicable

If items are missing or incomplete, processing of your application will be delayed, and placement requests may not be honored.

**By signing below, I acknowledge I have read and understand this application and agree to abide by all rules including selling only my own work. I understand violations may result in ineligibility for future shows. I acknowledge Hillsboro Arts & Crafts Association and its directors, paid personnel and volunteers of the fair are not responsible for overnight security, inclement weather, loss or damage to property, injury or accidents of any kind. I acknowledge that there will be no refunds after August 18, 2021. In addition, I hereby release the Hillsboro Arts & Crafts Association from any liability connected to my participation in the 2021 Hillsboro Arts & Crafts Fair.**

**I authorize the Hillsboro Arts & Crafts Association to use any images of my work and feature stories about my product/craft in its advertisements and on its web page.**

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