



## **A Special Message for Artists**

There is a selection process in choosing artists for this show. Show management makes every effort to offer a wide variety of carefully chosen artists ensuring the finest exhibit for our patrons.

Artists work should be original, handmade items with excellent workmanship and displays should be aesthetically pleasing to be considered for the show. **Please note that acceptance into one show does not guarantee acceptance into all shows. No matter how many shows you have done with us, you MUST resubmit slides/photos with your application each year.** A picture of your display is REQUIRED. The purpose of this is that we need to see how your set up will look in our show. **YOUR DISPLAY IS JUST AS IMPORTANT AS YOUR WORK!**

Feedbacks from art show visitors indicate they are “looking for shows that provide original handcrafted items displayed attractively and inviting to the public.” Patrons also noted they did not like attending shows where artists “have the same items and displays year after year.”

Your ultimate goal is to create a mini gallery. Your display adds value to your work and draws the customer in to your space. Each year, make it unique, make it classy, and make it match your personality as an artist. Remember, they're not just buying your work; they're buying a piece of you!

Management  
City of Pembroke Pines  
Fall Arts & Crafts Show  
The Carl Shechter  
SWFP Community Center

THE CITY OF PEMBROKE PINES  
**13th Annual Fall Arts & Crafts Show**  
**September 21<sup>st</sup> & 22<sup>nd</sup> 2019**

**ARTIST EXHIBIT SPACE AGREEMENT**

All information should be printed in ink or typed. **READ THIS AGREEMENT CAREFULLY** and return it to us, payment in full, after completing all required information and signing this form.

\_\_\_\_\_  
 Artist/Exhibitor Name E-mail

\_\_\_\_\_  
 Street Address or P.O. Box City State ZIP

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Home Phone Cell Phone Other

**Category of Work (Check ONLY one):**

- ( ) Paintings, specify: \_\_\_\_\_ ( ) Sculpture, specify: \_\_\_\_\_ ( ) Glass ( ) Wood ( ) Photography  
 ( ) Original Handcrafted Jewelry\* ( ) Pottery/Ceramics, specify: \_\_\_\_\_  
 ( ) Mixed Media, specify: \_\_\_\_\_ ( ) other: \_\_\_\_\_

**\* Only a limited amount of jewelry allowed in this show**

**BOOTH SIZES INFORMATION**

Please indicate booth size choices: 11' x 16' SPACE and 2, 8ft. tables: \_\_\_\_\_ @ \$125.00 = \_\_\_\_\_  
 11' x 11' SPACE and 2, 8ft. tables: \_\_\_\_\_ @ \$100.00 = \_\_\_\_\_  
 8ft table only: \_\_\_\_\_ @ \$60.00 = \_\_\_\_\_  
 Additional Tables only available for those with rented "spaces" \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

Preferred space # \_\_\_\_\_ TOTAL ENCLOSED: \_\_\_\_\_

**As with all shows, your requested space is NOT guaranteed.**

**Before you send your application, make sure you include & complete the following items to avoid delay:**

- Completed and Signed Agreement
- Entry fee made payable to **City of Pembroke Pines**
- 2 photos of your work (photos will not be returned)
- 1 photo of your space/booth/display (photos will not be returned)
- **BLACK** show cloth covers are required (see back of agreement)

Spaces are assigned on a first come-first served basis. NO CANCELLATIONS, REFUNDS OR CREDITS. Please promptly return this completed, signed Agreement with your **check payable to: City of Pembroke Pines**

City of Pembroke Pines  
 301 NW 103<sup>rd</sup> Avenue  
 Pembroke Pines, FL 33026  
**Attn: Carol Arango**

**By signing below you are agreeing to ALL policies, rules & regulations (see back of agreement)**

ARTIST/EXHIBITOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Accepted by: \_\_\_\_\_ DATE: \_\_\_\_\_

Authorized signatory for the City of Pembroke Pines

## EXHIBITOR RULES AND REGULATIONS

IN CONSIDERATION of the mutual promises and covenants in this agreement, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the above-named individual/business (“Artist” or “Exhibitor”) and the City of Pembroke Pines (“Agency”) agree as follows:

1. The Agency does hereby grant unto the Exhibitor the privilege of entry upon or into the City of Pembroke Pines Fall Arts & Craft Show and Sale at the **Southwest Focal Point Community Center, 301 NW 103<sup>rd</sup> Avenue, Pembroke Pines, FL 33026**, said facility to be entered upon or into for the purpose of an Arts and Crafts Show and Sale and no other purpose whatsoever, for the period outlined by the operation schedule applicable to this show & sale. This Agreement may not be assigned, subleased, licensed, or otherwise transferred by the Exhibitor without the express written permission of the Agency.
2. Exhibitors of all types of Arts & Crafts are welcome to exhibit at our show. All work must be original, handcrafted, created and exhibited by the approved Artist/Exhibitor themselves. Kits, imports, and mass produced items are not permitted.
3. Exhibit spaces (also referred to as “Booths”) are **approximately** 11 feet wide x 11 feet deep or 11 feet wide x 16 feet deep.
4. **Agency shall provide one Booth, two (2) 8 foot tables and two (2) chairs to the Exhibitor, Booth rental prices are \$100.00 for an approximate 11 x 11 space and \$125.00 for an approximate 11 x 16 space for the two (2) day show. Access to electrical outlets is not guaranteed.**
5. Exhibitors wishing to utilize Exhibit Space in the show should send a check in the amount of \$100.00 (11’x11’) or \$125.00 (11’x 16’) with the contract. Booths will be reserved upon receipt of a completed and executed Rental Agreement/Contract. Payment in full to the City must be accompanied by the executed Agreement for the Show. Payment shall be made by, check, credit card (2.6% fee) or money order. All checks and money orders should be made payable to **“The City of Pembroke Pines”**
6. Advance reservations are necessary to reserve Exhibit Space. A completed Agreement and full payment must be received by the Agency as soon as possible to guarantee your space.
7. Exhibit Space will be assigned by the Agency at its sole discretion on the following basis: First-come, first-served basis. Agency may change Exhibit Space assignments for the benefit of the Show.
8. Exhibitors shall not unload any merchandise or materials from their vehicle or place any merchandise or materials in an Exhibit Space until they have checked in at the Check-In Desk, completed the necessary paperwork, paid any balance due for booth/space rental costs and received the proper exhibitor identification.
9. Exhibitors will set up their merchandise display(s) only within the hours scheduled for this purpose. Exhibitors will park at the entrance of the Southwest Focal Point Community Center only for loading and unloading merchandise as directed by Agency staff or representative(s). Upon completion of loading or unloading, vehicles must be removed immediately from the entrance/loading area to pre-designated Exhibitors’ parking areas. **Artist/Exhibitor Set-Up Hours – 3:00pm to 7:00pm on Friday, 7:00am on Saturday, and 9:00 am on Sunday.**
10. Exhibitor badges will be issued to all registered Artists/Exhibitors at the time of Check-In. Exhibitors will receive two (2) exhibitor badges. For security purposes, **we require these badges must be worn at all times during set-up times and show hours.**
11. **Tables.** As provided in Paragraph 4, Exhibitor shall be provided two (2) tables and two (2) chairs for each Exhibit Space. Additional tables will be available on a first come first serve basis. Exhibitors should secure extra tables at lease signing as there will be **no tables rented on set-up or show day.** Exhibitors are responsible for any damage to Agency’s tables or chairs in their care or assigned to their Exhibit Space. Exhibitors will be responsible for any unreturned tables. If Exhibitors do not pay for tables when payment is due, the Agency cannot guarantee that tables will be available. **Exhibitors are permitted to bring their own tables as long as they fit into their allotted space. Exhibitors must provide black cloth show covers (to the floor) for dressing tables in their spaces. Sheets, blankets or plastic coverings etc., are not acceptable covering materials.**
12. **Damage to the facility.** Any damage to your Booth Space is your responsibility as Artist/Exhibitor and by signing this Agreement; you agree to pay any necessary repairs. If you feel there is any pre-existing damage upon your arrival, it is your responsibility to make it known to staff **BEFORE** you set-up your Booth. Under no circumstances will Artists/Exhibitors be allowed to hang any merchandise from the walls. Nails, tape and other fixatives are expressly forbidden. Use of existing holes, nails or screws is also forbidden, Exhibitors with any goods hanging will be asked to remove them and may also be charged for any resulting damages. **It is the Artist’s/Exhibitor’s responsibility to discard or take with them all trash, empty boxes, paper, etc. when clearing your booth,** in order for your name to remain on invitation mailing list.

13. Fire codes. ALL AISLES, EXIT SIGNS, FIRE EXTINGUISHERS and other fire equipment must be kept clear of obstructions at all times. Exhibitor merchandise, display tables and chairs must be within the confines of your space no matter how difficult it may be. Exhibitor agrees to maintain the area in a clean and orderly fashion at all times. Vendors may be asked to remove any electrical cords or lighting that is deemed unsafe. **All lights and electrical items must be turned off at the close of the show each night.**
14. Rollover/Cancellation/Refunds. **NO CANCELLATIONS, REFUNDS OR CREDITS.** Exhibitors are expected to and agree to honor their commitment to the City of Pembroke Pines. If Artist/Exhibitor defaults in payment, Artist/Exhibitor is liable to Agency for collection costs, including reasonable attorney's fees.
15. Opening & Closing hours. As an Artist/Exhibitor in a Fall Arts & Crafts Show and Sale, you agree to be present at and have your display open to the public during the advertised Show hours. Exceptions to the rule will be in the case of inclement weather or by prior arrangement with Show management. Exhibitor may not close or leave the Exhibit Space. **Show hours are Saturday 9:00am to 5:00pm and Sunday 10:00am to 4:00pm** unless otherwise noted. Violation of this rule may result in Exhibitor losing the invitation to exhibit at this and future Shows. **Exhibitor is expected to be present during Show hours on all days.** Exhibitor shall not start packing merchandise for removal until the Show and Sale closes at 4:00pm on Sunday. It is the Artist's/Exhibitor's responsibility to have someone attend to the rented booth/space at all times during set-up, show hours and dismantling.
16. **NO** Security is provided by the City of Pembroke Pines during set-up, show hours and closed hours. However, neither the City of Pembroke Pines nor the Southwest Focal Point Community Center accepts responsibility at any time for any missing or damaged merchandise under the care and custody of, or which is the property of the Exhibitor.
17. In the event that the Southwest Focal Point Community Center is totally or partially destroyed by elements, act(s) of God, or any cause so as to require extensive reconstruction of the exhibition hall resulting in the show cancellation, the Agency shall not be liable to the Exhibitor for any loss or damage whatsoever caused by such cancellation.
18. Neither the City of Pembroke Pines, its representatives, officials, agents, nor employees shall be responsible for any injury, loss, or damage, from any cause whatsoever that may be suffered by Exhibitor or to Exhibitor's employees, agents, licensees, guests or property. Exhibitor agrees to hold harmless and indemnify Agency for any damage, loss, or injury, whatsoever, arising out or in any way connected with the acts, omissions, or negligence of Exhibitor or Exhibitor's employees or agents.
19. Pets or any other animals are not permitted inside any buildings or on any part of the facilities at the Show. If you travel with your pet, it must be kept in your climate-controlled vehicle away from public contact.
20. Food will be available for purchase at show.
21. Confirmation of Exhibit Spaces and other pertinent information will be sent to Exhibitor prior to the event for which you have pre-registered and paid in full.
22. Exhibitors may be moved to another booth location/exhibit space at any time for the betterment of the show as management deems necessary.
23. The management of the City of Pembroke Pines Fall Arts & Crafts Show has the right to refuse booth space to any Artist/Exhibitor, for any reason whatsoever.
24. Abusive behavior toward fellow exhibitors, customers, Pembroke Pines Fall Arts & Crafts Show staff or facility staff will not be tolerated for any reason. If you choose to act in an unprofessional manner, you will be asked to leave without a refund. **NO EXCEPTIONS!**
25. No soliciting. Exhibitor is prohibited from distributing literature, souvenirs, or other items from outside the boundaries of the Exhibit Space, unless Exhibitor has obtained approval from the Agency.
26. Agency reserves the right to accept or reject applications for Exhibit Space and to cancel any previously accepted Exhibit Space Agreements, at anytime, in its sole discretion, for any reason or no reason at all, without any liability therefore to the Exhibitor or any third party.
27. The Agency reserves the right to update, change or amend this exhibitor policy at any time.
28. This Agreement is not valid until said Agreement is fully executed by an authorized representative for Agency.