

# Banner Elk Art On The Greene Exhibitor Rules

*Please read through these rules before you apply.*

## Application Process:

- After reading the Exhibitor Rules, applicants must complete an application (online or mailed).
- Applicants must also submit four images: three of individual pieces and one of whole booth display.
- Each booth must display the work of one artist OR work produced by artist teams – no booth sharing.
- All work must be handcrafted & exhibited by the artist.
- Your application will not be considered until application fee payment is complete and requested images received.

## Payment Details:

- A one-time application fee of \$25 must be paid before application will be reviewed. This fee is not refundable.
- Upon acceptance, a \$50 non-refundable deposit must be paid for each show attending.
- Vendors who have not paid in full will not be allowed to set up.
- Fee balances are due thirty days prior to each show. Fees are not refundable within the thirty-day show window.
- Special requests for space assignment will need to be accompanied by a seasonal fee of \$50.

## Exhibit Spaces:

- Our summer shows are held outside on the pavement and green space in front of the Historic Banner Elk School. The event is held on the dates and times advertised REGARDLESS of the weather.
- Each space is marked at 12'x12'. This provides space for vendors to maneuver around and behind their space. Exhibitors are expected to stay within their space with all of their items and set up pieces, and this will be monitored and enforced in consideration of all involved.

## Booth Requirements:

- Tents must be white and weighted with a minimum of forty pounds per leg. **Failure to follow these requirements will result in ejection from the event.**
- Exhibitors provide their own white tents, tables, display, etc. Display tables should be tastefully covered and the draping should hide the table legs and any storage, boxes, etc.

## Exhibitor Requirements:

- Exhibitors must arrive at their space at least an hour before the show opens or they will be considered a “no show”. It is important that “holes” do not exist as the show begins, so spaces will be arranged to avoid that. There will be no refunds for “no shows” and a re-application in the future will be seriously compromised.
- A dog accompanying a vendor to the event must be kept on a leash at all times. It shall be the sole responsibility of the vendor to ensure their dog is properly restrained at all times.
- AotG is a non-smoking event. However, a designated area for smoking will be provided.
- In an effort to provide safety for all involved and the best possible experience, vendors who do not follow the rules as stated will not be invited back and may be told not to return for the remaining season’s shows. There will be no refund for vendors who have been ejected from the season.
- Exhibitors collect and remit their own sales tax to the state.
- Exhibitors that do not have a North Carolina sales tax license should contact the North Carolina Dept. of Revenue, Sales and Use Tax Division; P. O. Box 25000; Raleigh, N. C. 27640, phone 877.252.3052 / web site [www.dor.state.nc.us](http://www.dor.state.nc.us).

## Set-up/Break Down Procedure:

- Detailed information and space assignment will be sent prior to the event.
- Vendors are required to register at the check-in point before proceeding to set-up as assignments sometimes change.
- Unload your vehicle at or as near to your space as you can get, then move your vehicle as quickly as possible to designated vendor parking.
- At the close of each day, ensure that your awnings are down and periphery materials are pulled inside your tent.
- Do not close down or dismantle your booth until advertised closing time.
- You will need to wait for approval to begin the breakdown process before bringing your vehicle on-site for loading. This is likely to be at least 30 minutes past the close of show. This allows for visitors to complete their shopping and safely depart.
- As much as is feasible, break down entire booth, including tent, and check with an organizer before retrieving your vehicle.