The Dickens' Christmas Festival

2020 Application

SOUTHERN UTAH FESTIVAL:

Dec. 2 thru Dec. 5, 2020 (Weds. thru Sat.)
10 am 'til 9 pm
Dixie Convention Center (St. George, UT)

GENERAL INFORMATION

ACCOMMODATIONS:

List of Hotels offering discounts will be sent upon acceptance.

ADVERTISING:

Huge advertising campaign will include Television, Radio, Newspaper, Magazines, Billboards, Posters, Coupons and Social Media. Vendors will receive Social Media updates to help get the word out!

BOOTHS:

Booths are to resemble old English shops; vendors are responsible for constructing what will best display their own merchandise following this theme. Overhead hall lighting will be off or limited so each booth must supply its own light. General electricity (up to 500 watts) will be provided at no charge. There will be a charge for additional electrical requests. (Bring heavy cords to connect & twinkle lights to decorate.) Pop-Up tents work great for basic framework but MUST be modified to meet set standards. (See easy booth construction ideas on website.)

BOOTH SIGNAGE:

"Shop" signs are recommended but must be made of wood or other suitable material. Commercial signs are prohibited unless specifically approved in writing PRIOR to opening. No exceptions (this includes vinyl signs)!

COSTUMES:

Because this is a theme festival, English 19th Century COSTUMES ARE MANDATORY! No jeans or sneakers will be permitted and Ladies must wear a skirt or dress—no pant costumes. Everyone working in a booth MUST be in costume. See simple, easy costume helps on website.

ENTERTAINMENT:

Two large stages will have continuous entertainment featuring performing groups from around the area and State, as well as mini-musical productions from the novels of Charles Dickens. Street theatre (giant ghosts, pickpockets, carolers, etc.), will be ongoing as well as Queen Victoria and her court and of course Father Christmas.

FOOD VENDORS:

The Dixie Center has a food & beverage contract so only vendors selling packaged food items that are intended for gifts or to be carried will be allowed in our St. George show.

SECURITY:

Security Guards will be present during all hours but vendors are strongly advised to BE ON TIME and to pack up all cash boxes and valuable merchandise nightly. Exhibitors are at their own risk.

TAXES:

All vendors are required to collect Utah State Sales Tax on all merchandise sold. You will be given a sales tax chart and instructions before the Festival opens.

CALENDAR OF EVENTS:

June 5, 2020	**First Jury (and every first Friday of each month)**
October 1, 2020	**ALL PAYMENTS DUE!**
December 1, 2020 (Tuesday)	**Set-Up from 9am until 9pm**
	ALL vendors must check in before 4pm
	MANDATORY MEETING 7pm
December 2, 2020 (Wednesday)	**GRANDE OPENING!**
Dec. 2 – Dec. 5, 2020	**Show days: Weds/Thurs/Fri/Sat**
	Hours: 10am until 9pm
December 5, 2020 (Saturday)	**Take-Down AFTER Festival closes (9:30pm) until finish**

INSTRUCTIONS FOR ENTERING:

1. **Fill out application. Complete & sign or fill out on-line application.**
2. **Make certain you list ALL items you plan to sell. Include photos, description, or website.**
3. **Designate booth choice (s). (List at least 3 choices).**
4. **Include deposit of $200 per show or pay for your booth with VISA or MasterCard. Final payment is due & payable by Oct. 1, 2020. NO refunds will be given after that date (Cancellation Policy #10 on back of contract).**
5. **Include special requests or questions.**

BOOTH SELECTION PRIORITY WILL BE GIVEN AT FIRST JURY FOR:

1. **VENDORS WITH PREPAID APPLICATIONS & DEPOSITS**
2. **OUTSTANDING BOOTH CONSTRUCTION.**

RULES AND REGULATIONS

1. The Dickens' Christmas Festival will be produced by the Olde World Historical Council and will be held at the Dixie Convention Center located at 1835 Convention Center Dr. in St. George, Utah.
2. Booth locations will be assigned by jury according to the date application/contract is received with designated payment. In the event that all the Exhibitor's choices are taken, the Producer will assign the best available space.
3. The Exhibitor agrees to occupy exhibit space assigned, and to be open and staffed prior to and during all regular show hours. In the event the Exhibitor shall not occupy said space, the Producer is expressly authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of the Festival without any rebates or allowance whatsoever to Exhibitor and without in any way releasing the Exhibitor from any liability thereunder. The Exhibitor also agrees not to sublet or apportion to anyone else said space without approval. All Merchandise sold or displayed is subject to the Producer's approval.
4. It is the sole obligation of the Producer to furnish above exhibit space plus general electricity and heating. The Producer will provide each 10x10 space with 500 watts of electricity at no extra charge. There will be a charge for additional wattage required. All other services of any nature shall be ordered and paid for in advance by the Exhibitor. This includes additional electrical requirements (wiring and wattage usage). Exhibitor is responsible to provide heavy duty electric cords to bring electricity to the booth.
5. Insurance, if desired by the Exhibitor, must be obtained by her/him at her/his own expense. The Producer and its sponsors assume no risk; and by the acceptance of this agreement, the Exhibitor expressly releases the Producer and its sponsors from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental of and occupation of said space by the Exhibitor, and agrees to hold and save the Producer and it sponsors harmless of any loss and/or damage, or personal injury by reason thereof.
6. The Producer and its sponsors will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is to be produced being, before, or during the festival destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any other cause beyond the Producer's control. However; if the show is unable to be held due to another surge of the COVID-19 virus, the Dickens' Festival will refund all monies paid with the exception of a $25.00 processing fee per vendor.
7. Exhibitor shall be liable for delivery, handling, erection and removal of his own displays and materials.
8. All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed.
9. The Producer may rent and license space for any exhibit of interest to the general public or of educational value. All exhibits must be designed, contracted and operated in good taste and in accordance with the best interest of the exposition, which Producer in its sole discretion shall have the right to decide. All sales, publicity, and promotional activities conducted by the Exhibitor must be confined to her/his space. The Producer will prohibit the installation and operation on any exhibits not meeting its approval. And the Producer, in its sole discretion, may prohibit the conduct of any activity whatsoever which it deems harmful and not in the best interest of the exposition.
10. Booth Cancellation Policy. There will be 25% service charge on all monies paid for cancellations prior to October 1st. For cancellations occurring after that date, there will be NO refund of the deposits made. If all fees are not paid in full by October 2nd, the Exhibitor's booth will automatically be sold without notification and there will be NO refund.
11. This contract constitutes the entire contract between the parties and no waivers, modifications, or amendments shall be valid unless written upon or attached hereto AND shall be approved in writing by the Producer of the Dickens' Christmas Festival.

The Dickens' Christmas Festival

2020 Contract Application for Exhibit Space

Dec. 2-5, 2020/ Weds. thru Sat.
10am – 9pm
Dixie Convention Center
St. George, Utah

PLEASE PRINT CLEARLY

1. NAME:_____

   COMPANY NAME:_____

   MAILING ADDRESS:_____

   _____

   PHONE NUMBER: _____ CELL:_____

   EMAIL:_____

   WEBSITE: _____

2. Every category of craft or item you plan to exhibit or sell MUST be listed in detail and MUST be juried. If booth is being shared, all parties must be named and merchandise juried. Any additions appearing without permission will result in expulsion from the Festival and forfeiture of booth fee. Even if you have exhibited previously, please list items and be specific to protect yourself.

WE PLAN TO DISPLAY THE FOLLOWING:

_____

_____

_____

_____

3. BOOTH PREFERENCE & FEE CALCULATIONS:
   (Refer to map online to make booth selections and determine fees)

PRIOR TO OCTOBER 1, 2020	
6x8 (Cart Space)	$450
10x10 (1 open side)	$650
10x10 (2 open sides)	$750

AFTER OCTOBER 1, 2020	
6x8 (Cart Space)	$500
10x10 (1 open side)	$700
10x10 (2 open sides)	$800

- FREE PARKING FOR EXHIBITORS AND PATRONS
- EACH ADDITIONAL ADJOINING BOOTH (same merchandise) DEDUCT $100
- FEES INCLUDE 500 WATTS BASIC ELECTRICITY (additional wattage are at exhibitor's expense)
- NO COMMISSIONS
- ALL FEES ARE DUE AND PAYABLE ON OR BEFORE OCTOBER 1, 2020.

BOOTH(S) REQUESTED	FEE CALCUATION
1ST choice_____	1st booth fee $_____
2nd choice_____	Add'l Booth(s) $_____
3rd choice_____	$_____
	TOTAL FEE $_____

4. TOTAL FROM ABOVE.....$ _____

5. PAYMENT INFORMATION: (Entries will not be accepted without payment)
   [ ] Check made payable to DICKENS' CHRISTMAS FESTIVAL (minimum deposit of $200.00)
   [ ] Credit card -charged upon acceptance

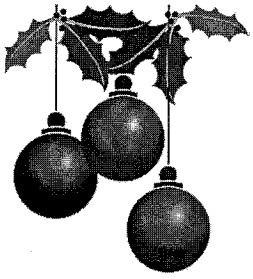
CARD # ____ ____ ____ ____-____ ____ ____ ____-____ ____ ____ ____-____ ____ ____ ____

SECURITY CODE:____ ____ ____ EXPIRATION DATE:____ ____ / ____ ____

6. I hereby apply for exhibit space in the 2020 Dickens' Christmas Festival. I agree to abide by the Festival terms & conditions in this application. I also agree that everyone in my booth will be in approved costume.

   Signature:_____

7. Mail copy & check or credit card info to:
   THE DICKENS' CHRISTMAS FESTIVAL
   PO BOX 911077
   ST. GEORGE, UT 84791-1077



CONTACT INFORMATION:
Website: www.dickenschristmasfestival.com
Email: info@dickenschristmasfestival.com
Facebook: https://www.facebook.com/dickenschristmasfestival
Instagram: https://www.instagram.com/dickenschristmasfestival/
Phone: #435-668-9969