



Art Fest at Whitehall Vendor Information and Application

In partnership with New Castle County Department of Community Services Community

Thank you for your interest in being a vendor during the **4th Annual Art Fest at Whitehall in partnership with New Castle County**. This packet provides information about the Special Event and the application for vendor space.

Date/Time: Saturday April 27, 2024 from 10am-2pm (Rain Date: Sunday April 28, 2024 from 10am-2pm)

Location: Town of Whitehall | 801 Mapleton Ave | Middletown, Delaware 19709

About: We invite you to celebrate and support the arts during the 4th Annual Art Fest at Whitehall in partnership with New Castle County. Art Fest at Whitehall will showcase local and regional artists of all kinds who will be set up selling their original artwork and handmade goods! Grab your family and friends and meet us in Whitehall's Town Square. Stroll the sidewalks, enjoy the weather and shop local.

Cost: \$50 for a 10' x 10' space. **Registration deadline is Friday, March 29.**

Vendor Guidelines

- Items for sale must be original, handmade works created by the artist.
- Exhibitors are responsible for everything they need including but not limited to tent, tables, canopy, display materials and change. To increase your sales, it is recommended that you have a card reader available for patrons wanting to pay with credit.
- Vendors must clean up their area before they leave.
- **NEW FOR 2024: All vendors are subject to approval and all fees must be paid at the time of registration. We will be looking to provide a wide variety of artists/crafters/goods and art forms. Vendors who are not selected will have all fees reimbursed. Additional information and confirmation of placement into the event will be emailed at least one month from registration date. Please provide an email account with all registrations.**
- Vendor spaces will be assigned by New Castle County.
- Vendors are required to arrive during the set-up period and remain set up throughout the entire event.
- Vehicle access is limited during event. Vehicles will be permitted to drive up and drop off, but then must be moved to the designated parking area. Vendors are limited to two parking spaces per event.
- Vendors must be 18 years old and must stay with their exhibit at all times.
- NCC and Whitehall have permission to put vendors in publications and promotions about the event.
- NCC does not tolerate the following: buy-sell items, mass produced items, items unlike those described in the application, or setting up booths unlike those described in the application. Violators will be expelled immediately from the show with no refunds.
- NCC/The Town of Whitehall is not responsible for insuring the artists' works or display and cannot accept responsibility for theft or damage.
- Applications must be turned in with payment by Friday March 29, 2024. Make sure you turn in a clear image and a short description of your work. If you have been a vendor with us previously, you do not need to send in any pictures.
- Seventy five percent (75%) of fair fee will be refunded, if requested in writing, at least one month before the date of the fair. No shows forfeit refunds of any kind.

By signing below, I acknowledge I have read and understand Art Fest's show policies.

Signature: _____ Print Name: _____ Date: _____

Art Fest Vendor Application

(Please print)

For office use only

Space _____

Date Received _____

Check Number _____

Amount _____

Name of Applicant: _____

Business/ Organization Name if applicable _____

Mailing Address _____ City _____ State _____ Zip _____

E-Mail Address: _____

Primary Phone: _____ Secondary Phone: _____

Website, Facebook and/or other social media pages _____

Artwork Description (what are you selling?): If you do not have examples of your artwork on a website, please email Nicole.Sexton@newcastlede.gov at least 3 examples of artwork you plan on selling. No resellers allowed.

	Initial
I understand that this application doesn't guarantee me a spot at the event.	
I understand that vendors are responsible for providing their own tables, chairs and canopy.	
I certify that I have personally created my artwork. I give NCC and Whitehall permission to put me in publications and promotions about the event.	
I understand that vendors are required to arrive during the set-up period and remain set up throughout the entire event.	

Make checks payable to: New Castle County

Mail application and check to:
Gilliam Building / Department of Community Services
ATTN: Donna Francisco
77 Reads Way
New Castle, DE 19720

Credit card information: Name on the card _____ Account number _____

Expiration date _____ 3 digit code from back of card _____ Zip Code _____

If using a credit card, a charge of \$50 will be made on your card through Activenet if accepted as an Art Fest vendor.

Department of Community Services

HOLD HARMLESS AGREEMENT

In consideration of the receipt of this permit from New Castle County, the Permittee hereby releases New Castle County and agrees to indemnify and HOLD HARMLESS New Castle County, its agents, or servants from all damages, including, but not limited to, attorney fees and other costs resultant from any injury to Permittee or any agent or employee of Permittee, or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

In no event shall New Castle County be liable for any damage or injury to Permittee or any agent or employee or Permittee or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

Permittee acknowledges that it shall reimburse New Castle County for any and all damage to New Castle County property, its agents, and/or its servants, as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Permittee, its agents, or servants, or by any person coming upon the premises during the Permittee's use as an invitee or licensee of the Permittee.

Permittee agrees that the rights and obligations under the permit and this agreement shall inure to and be binding on its successors and assigns.

This HOLD HARMLESS agreement **MUST** be signed by Permittee in his or her individual or representative capacity as an authorized representative of the organization named below, which representative represents by so signing that he or she has the authority to bind such organization, and received and accepted by New Castle County before any permit will be issued.

Signature: _____ **Date:** _____

Should you have any questions regarding the vendor application process, please contact Nicole.Sexton@newcastlede.gov or call (302) 995-7661.