**2020 Eastern Carolina Pottery Festival Prospectus**

**Festival Date: April 25th, 2020**

**Location:**

North Carolina History Center at Tryon Place

529 S Front St, New Bern, NC 28562

**Calendar of Important Dates:**

Application Deadline: 11:59pm, April 1, 2020

Cancellation Deadline: 11:59 pm, April 11, 2020

Set Up: April 24, 2019-3pm-6pm

 April 25, 2019-7am-9am

Festival: April 25, 2019- 9am-5pm

**Booth Fee:** $145

**Application Process:**

Artists who have previously participated in the Eastern Carolina Pottery Festival within the past two years (2019 and 2018) are not required to submit images with their applications. New artists, or those who have not participated since 2018, are asked to submit one image indicative of their work with the application, along with price, title, and size. Returning artists may submit an image of their work for Festival publicity purposes if they wish to do so. **Note:** The 2019 Eastern Carolina Pottery Festival accepted non-ceramic craft based vendors for the festival. This year the festival will return to an all ceramics based festival. We apologize for any inconvenience this may cause.

**Sales & Tax:**

All artists are responsible for their own sales, including NC sales tax.

**Cancellations and Refunds**

Cancellations must be in written form, either by mail to PO Box 596, New Bern, NC, 28563, or by email to info@cravenarts.org. A 75% refund of booth fee will be issued if cancellation is post marked or email received by April 11th. Cancellations received after this date will not receive a refund.

**Terms and Conditions:**

1. Registration for booth space is due by 11:59pm, April 1st, 2020.
2. Set Up time for the 2020 East Carolina Pottery Festival is Friday, April 24th, from 3pm-6pm, and Saturday, April 25th, 7am-9am.
3. All Artists agree to maintain their spaces until 5pm.
4. Each booth will be approximately 10’x10’. Due to the architecture of the building, space configuration may vary.
5. Booths requiring electricity must notify CAC&G by the registration deadline.
6. Artists are responsible for their own props, including tables, chairs, shelving, and any other equipment needed. CAC&G will provide volunteers and hand trucks for use during set up and break down.
7. All works must be handmade by the artist or studio. No manufactured goods or “seconds” will be accepted. No “sale” signs or sale priced pottery permitted.
8. If invited, each Artist agrees to pay their booth fee by April 1st, 2020. Failure to pay fee by April 1st will result in withdrawal of Artist’s space. For cancellation terms please see “Cancellations and Refunds” above.
9. Artists are responsible for ensuring that their space is cleaned and all trash is in proper receptacles at the close of festival.
10. The Artist retains all copyright to their work and images submitted. However, the Artist grants Craven Arts Council & Gallery the right to reproduce and use such images for promotional and other business purposes.
11. Festival organizers provide no insurance. Insurance, if any, must be placed and paid for by the Artist. I hereby relieve Craven Arts Council & Gallery, Tryon Palace, festival sponsors, staff, and volunteers of all responsibility for the safe keeping of property while said properties are at the festival.
12. Craven Arts Council & Gallery, Tryon Palace, festival staff, promoters and volunteers will not be held responsible for any injury or loss that may arise or come to the Artist, or their employee(s), or goods, for any reason whatsoever while the festival premises are being occupied under this agreement.
13. All artists must provide a copy of their Merchant’s Certificate of Registration to Craven Arts Council by the start of the festival.
14. Failure to follow the terms and conditions set forth in this prospectus may result in the Artist being asked to leave the festival, or to be barred from participating in future festivals.

**Liability Release**

I hereby release and forever discharge Craven Arts Council & Gallery, Tryon Palace, Eastern Carolina Pottery Festival staff, and all connected to the 2019 Eastern Carolina Pottery Festival from any responsibility, personal liability, claims, losses, or damage arising out of or in conjunction with my application to, or participation, in the 2019 Eastern Carolina Pottery Festival. The 2019 Eastern Carolina Pottery Festival is not responsible for any injury sustained by exhibitors or guests while within the space designated for the festival. Further, I understand that I store my art at my own risk without exception or limitation.

**More Information**

Craven Arts Council & Gallery will send all vendors more information about parking, hotels, booth spaces, demonstrations, and the like as the festival draws nearer. Please check your email regularly for this information. Questions or concerns may be sent to info@cravenarts.org.