



May 31, 2018

Dear Artist/Artisan,

Before we know it, Oktoberfest will be upon us! The Arts Council of Mercer County is now taking applications for the 2018 event. Last year, we welcomed around 10,000 people, with the local newspaper estimating 13,000 in their last story about the event.

This year's dates are October 12, 13 and 14, 2018

Festival organizers have added even more space to this year's event. The plan is to extend the festival another full block up Main Street ending just past the Judicial Center.

We will accept artists on a first-come-first-served basis. New artists may be asked to submit samples of your work. All items sold must be hand-made by the exhibiting artist or artisan. We do not permit any direct sales or mass produced items. There are no commercial vendors at the event; however, we do give sponsors an optional booth space for their business.

The event application and a short list of festival policies are included for your review. Should you have any questions, my email and telephone number are included below. On behalf of the Arts Council of Mercer County, I look forward to welcoming you to Oktoberfest!

Sarah M. Tolbert

Email: info@artscouncilofmercer.com

Phone: (859) 613-0790



2018 OKTOBERFEST APPLICATION FORM



Business Name: _____
Your Name: _____
Address: _____
City/State/Zip: _____
Email: _____
Website &/or Facebook Page: _____
Federal ID/Tax ID: _____
Business Tax Registration # (Ky Residents if applicable) _____

Describe the items you will be selling:

I require electricity. # Plugs I will be plugging in: _____

My booth dimensions or space needs are: _____ ft x _____ ft

fee: \$40 for Members of the Arts Council of Mercer County \$ 60 for Non-Members

Artist Signature

Date

Make checks payable to Arts Council of Mercer County and mail to 120 South Main Street, Harrodsburg, KY 40330



2018 OKTOBERFEST FESTIVAL POLICIES



- ✓ **Festival Hours:** Friday Oct. 12th 5:00 PM - 12:00 AM; Saturday Oct. 13th 10:00 am - 12:00 AM; Sunday Oct. 14th 12:00 PM - 5:00 PM;
- ✓ **Setup time(s):** If you are exhibiting all three days – Setup is between 10 and 4pm on Friday. Teardown is Sunday after 5:00 pm. If you exhibit just Saturday and Sunday, you must be in place and open by 10:00 on Saturday morning. Your setup can be coordinated with Sarah Tolbert, APMC Director.
- ✓ The Artist must be the originator of the items sold in the booth. Commercially reproduced works are not permitted. If you are accepted into the show and you display/sell any items that are not handcrafted by the exhibitor, the artist will be asked to remove the items from their booth.
- ✓ All Items must be clearly marked with the retail price.
- ✓ Security will be provided and onsite starting at midnight.
Note If you close early on Friday or Saturday night, we cannot be responsible for your booth. Our volunteers will be working the event and cannot provide security for booths that are closed.
- ✓ Parking is available throughout the downtown. There is absolutely **NO parking** at your booth space.
- ✓ Artists are responsible for collecting and reporting all Kentucky Sales Tax.
- ✓ Booths are approximately a 12'x12' space. Since we are setting up on the street, there may be slight variations of the space. Display furnishings (tents, tables, chairs) must be provided by the artist. By providing your exhibit size we can better calculate your needs and ensure you have adequate space.
- ✓ The use of amplified public address systems, stereos/radios are prohibited.