



Old Washington Street Festival Guidelines and Policies

Effective January 1, 2023

Member



Admission into Festival

All artists, craftspersons, artisan food vendor, food vendor, and community organization must complete and submit an Application. All Applications will be reviewed for selection to participate in the Festival. Any applicant not accepted will receive a full refund of their application fee.

All Applications must be accompanied with a check or money order, payable to Old Washington Street Festival, or filled out and submitted online along with supporting documentation as indicated on the Application form.

If you have exhibited or participated in past festivals, your Application is not a guarantee of your return. Applications submitted without the required supporting documentation will not be accepted.

The Selection Process—Artists, Craftspersons, and Artisan Food Vendors

The Jury, consisting of Festival Committee members and professional artists and craftspersons, will review Applications submitted by Artists and Craftspersons for selection in the Festival. The Jury will review the submitted photographs and for artisan food vendors, the submitted photograph(s) and description of the food to be exhibited will be reviewed. Social media links will also be accepted as long as your work is shown on them.

All work must be original and all work and food must be created by the exhibitor. We do not guarantee exclusivity of vendors. The Festival Committee reserves the right to refuse any artist and crafts person to exhibit work that has not been submitted and approved.

Food Vendors

Food vendors must submit an Application along with the required supporting documentation. Each food vendor must submit a copy of their complete menu with their Application. No one food item will be exclusive to any one vendor.

If a trailer is being used, a photo of the trailer must be included with your Application. All food vendors must submit a Certificate of Insurance, and must be certified by the Delaware County Board of Health Department (contact: 765-747-7721). Water will be provided, but each vendor must provide a “food quality” hose and approved water disposal system.

Exhibition Space

Booth spaces are for individual artists and craftspersons, artisan food vendors, and community organizations. The open spaces are 10’ by 10’ or 10’ by 20’. Requests for electricity must be made at time of Application, or the Festival Committee will not be able to guarantee electricity will be available for your booth. See the Application for additional information regarding electricity. No one Application may request more than 2 open booths. All vendors are required to stay within their designated space and cannot block the isle in the street.

You must furnish your own tent(s), tables, chairs, sacks, and display items. Your booth location will be available at the Festival’s Information Booth beginning at 5:00 pm on Friday. Only your juried works of art or food which have been approved by the Festival Committee may be sold in your booth.

No flea market items are allowed. Exhibitors are required to clean up their space at the end of each day. *No packing up before the Festival closing time.*

Security

The East Central Neighborhood Association is NOT responsible for damage, theft or loss. The Festival grounds will be patrolled from 10:00 pm Friday to 6:00 pm Sunday.

Housekeeping

All vendors are responsible for keeping their booth space and/or food booth clean throughout the day, and are responsible for cleaning up their designated area at the end of each day. All cardboard boxes must be broken down and placed in a refuse bin at the end of each day.

Festival Hours

The Festival's hours are 11:00 am until 6:00pm on Saturday, and from 11:00am until 5:00pm on Sunday. All exhibitors and vendors are required to keep their booth or food available during these hours. Closing early will not be allowed.

Set-Up and Take-Down

The Festival will open for exhibitors and food vendors to begin their set up starting at 5:00pm on Friday. Booth numbers can be obtained from the Festival's Information Booth located at the intersection of Vine Street and Washington Street.

Set up on Saturday and Sunday must be accomplished in the morning, starting no earlier than 7:00 a.m. All vehicles must depart from the Festival grounds no later than 9:30 a.m. on Saturday and no later than 10:30 a.m. on Sunday.

Tents are NOT allowed to be attached to the street. You may weight them down but you may not drill or hammer stakes into the street.

Parking

Parking for exhibitors and food vendors is available at the following 3 locations:

- Corner of Main and Vine, at Pershing and Wysor, and we will let you know if other places are made available. You may NOT park motorcycles behind your booth or on the sidewalks.

There is **no parking** allowed in the Cornerstone Center for the Arts parking lots located on Washington Street. These lots are for the patrons of Cornerstone. Vendors who park their vehicle in their lots risk having their vehicle towed.

Additional Policies

- No Smoking is allowed around your booth space.
- No Wheeled Vehicles will be allowed (except for food vendors).
- Please respect the spirit of the Festival by not promoting personal agendas or public petitions.
- No individual music within the a booth space will be permitted, without prior approval from the Festival Committee.

Questions

If you have any questions prior to the Festival, please feel free to contact us at info@oldwashingtonstreetfestival.org

If you have questions or need assistance during the Festival, Committee members will be available throughout the weekend, and can be identified by their nametag.