



VENDOR APPLICATION

Thank you for your interest in Wildwood's Fine Arts & Wine Festival. This one day event attracts thousands of patrons and features EXCLUSIVE artists and crafters from Ohio and surrounding states. In addition, Wildwood Fine Arts & Wine Festival features, wineries, live music. Food trucks and so much more.

LOCATION

Wildwood Cultural Center, 7645 Little Mountain Road, Mentor, Ohio 44060

HOURS OF OPERATION

Saturday June 24, 2023 2pm to 8pm. RAIN OR SHINE

FEES

- A non-refundable Jury Fee of \$10 must be submitted with application to be considered by jury.
 - Applications will not be accepted without accompanied Jury Fee.
- If the festival committee accepts application, there is a \$75.00 Booth Fee that is due after you are notified of your application acceptance.
- You have 7 business days to pay Booth Fee. This will confirm placement and commitment to this event.
- Payment can be made by submitting payment to the Wildwood office at 440-974-5735 or by mailing check/cash/money order to: *City of Mentor, Attention: Wildwood Fine Arts & Wine Festival, 8500 Civic Center Blvd., Mentor, Ohio 44060.*
- Total fees paid if accepted into event are \$85.00 (*\$10 non-refundable Jury Fee and \$75 Booth Fee*).

HOW TO APPLY

- Complete the requested vendor information on the 2023 application. Application Deadline in May 1, 2023.
- ALL VENDORS MUST submit a completed application with 4 to 5 current photographs of your work for each medium and at least 1 booth display photo along with non-refundable Jury Fee.
- Applications and photos can be emailed to: Wildwood@cityofmentor.com Att: Wildwood Fine Arts & Wine Festival or mailed to: City of Mentor, Attention: Wildwood Fine Arts & Wine Festival 8500 Civic Center Blvd., Mentor, Ohio 44060 .
- The jury committee will advise you within 14 days of your application submission being receive ,of their decision. The 2023 event will contain no more than 80 vendors. Applications will be screened according to originality, technique, craftsmanship, design and booth display. Additionally, we review submissions to assure a diverse selection of work. We suggest you apply early as many categories get filled quickly.
- Work created from kits, mass-produced or resale items will not be accepted. Any items sold the day event of that are not listed on application will forfeit the chance of from returning to event in future.
- If application is accepted, credit card payment can be accepted over the phone (440) 974-5735.



GUIDELINES AND REGULATIONS

BOOTH SPACE

- Each booth space is 14'x14' on a grass surface.
- 10' x10' canopy tent is required.
- Vendors supply table and chairs.
- **Electricity is not available!**
- Artist Demonstration is encouraged!
- Sale of products are limited to booth space only!
- Original art must be the focus of the booth display, but reproductions may also be offered for sale. Work created from kits, mass-produced or resale items will not be accepted. Any items sold the day of that are not listed on application will forfeit the chance of from returning to event in future.

SET UP/BREAK DOWN

- **This event is HELD RAIN OR SHINE!**
- Upon arrival, all vendors are to check in with the event representative at 'check in' sign to receive direction for booth number and set-up location.
- Set up hours begin at 10:00 a.m. and end at 1:00 p.m. day of event.
- **CARS MUST BE REMOVED FROM EVENT GROUNDS NO LATER THAN 1:00 P.M.**
- Anyone arriving after 1:00 p.m. will be turned away and will result in forfeiting booth space for this years event.
- **VENDORS ARE PERMITTED TO ONLY PARK IN VENDOR PARKING AREA!** Due to limited spacing vendors are only to park in this area. Parking in large parking lot will forfeit your 2024 acceptance into this event.
- **Tent/Table/booth display MUST REMAIN up until 8p.m.** If you break down and or leave early you will forfeit your booth space for next years event!
- Vendors must respect the City of Mentor's property and leave a clean booth space after packing up goods.

STATE AND LOCAL VENDOR GUIDELINES

- **Vendors are only permitted to sell items listed on the application, please be specific. New items not listed on application will forfeit vendors application for the 2024 event.**
- Vendors may not smoke within the event grounds.
- The abuse of alcoholic beverages or hazardous substances are not allowed on the event grounds.
- Abusive language, hazardous or offensive behavior will not be tolerated. The event staff has the right to remove the vendor(s) from the grounds, resulting in forfeiting their booth space immediately!
- **FOR SPECIALTY FOODS**
 1. **COTTAGE FOOD PRODUCTION: All baked and homemade foods for sale must be labeled according to the Ohio Department of Agriculture requirements. For further information, go to: <https://agri.ohio.gov/divisions/food-safety/resources/home-bakery/>**
 2. **COTTAGE FOOD LAW: For the list what food are allowed and not allowed to be sold at the market go to: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food/>**
 3. **On site food preparation requires a mobile license. For more information, go to: <https://www.lcghd.org/#>**

ADVERTISING

- Digital photographs are required to be sent via email to the event Committee at wilwood@cityofmentor.com ATT: Wildwood Fine Arts & Wine Festival .
- Photos taken at the event and or sent by Vendor electronically (Wildwood@cityofmentor.com) will be used in online advertising.
- The City of Mentor Recreation and Wildwood Cultural Center Facebook pages posts a variety of photos and information throughout the season. <https://www.facebook.com/wildwoodculturalcenter/>
- Corresponding emails will be sent to all participating vendors with updated set up times and any other additional information for this years event!





2023 VENDOR APPLICATION

Name: _____

Artist Name: _____

Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Website: _____

Business Facebook Page: _____

List all art/medium will you be selling, please be specific (*items sold not on list will forfeit your return to next year's event*):

Application Fee of \$85.00 (\$75 application fee + \$10 jury fee*) can be made by submitting credit card information on application, or sending in check or money order to the Wildwood Fine Arts & Wine Festival at

Att: Wildwood Fine Arts & Wine Festival, City of Mentor, 8500 Civic Center Blvd., Mentor, Ohio 44060

Credit Card #: _____ Expiration date (MM/YY): ____ / ____ CVC Code: _____

Please charge my credit card in the amount of (please circle one) :

\$10 Jury Fee Only

Total Fees of \$85(\$10 Jury Fee + \$85 Booth Fee)

With the acceptance of this application, I consent to abide by the regulations of this event as stated. I agree to indemnify and hold without reprisal The City of Mentor and/or the Community Arts Commission for any damage, loss or injury caused by any other person, fire, theft, water or accident. The event committee has the right to demand the release of any space for failure to comply with the rules and the reallocation of space, and to reject any application. This agreement is entered into in accordance with the laws of the State of Ohio.

Business Name (printed): _____

Signature: _____ Date: _____

