



## Dickens Village Festival Committee

### Piccadilly Square Artisan Guidelines and Regulations 2017

#### General Regulations:

1. The Piccadilly Square Committee reserves the right to refuse booth space to those individuals not complying with the rules and regulations.
2. Participants are responsible for the decoration of their own booth and displays as well as personal costuming. To maintain the historic atmosphere of the Festival and quality workmanship of the handcrafted item, the Piccadilly Square will only accept a majority of crafts that are original, self-made work. The following are greatly discouraged: Completely manufactured factory goods; Styrofoam, aluminum or electric items; decoupage or factory prints, modern toys, dolls and accessories; molds or imports.
3. Participants may leave their booths up during the consecutive weekends that they are participating in the Festival. The Piccadilly Square area of the will be locked by city officials when not in use, but neither the Dickens Village Festival nor the City of Garrison shall be held responsible for lost or stolen property.
4. Operating times for the Piccadilly Square are 10:00 AM to 7:00 PM each Friday and Saturday of the Festival and 12:00 PM to 6:00 PM on Sunday. Vendors are encouraged to have booths ready for the public fifteen minutes prior to opening for committee officials to preview.
5. Each booth must have a name and a sign. Each vendor must clear their own space, remove decorations and clean up any trash prior to vacating.
6. Costuming of ALL artisans or craftsmen is emphasized and required. Costumes should be appropriate to the Dickens era of 1843 to 1870. Suggested Victorian style wear for men includes black dress pants or black jeans, a white long sleeved shirt, black vest and/or jacket and an optional top hat. Suggested wear for women includes floor length dress or a floor length skirt and long sleeved blouse with optional hat, snood or mop cap or bonnet. NO floor length prom dresses.
7. Booths requiring electricity will be charged an additional \$5 flat fee regardless of how many weekends or size of booth. **The use of deep fat fryers is prohibited with the exception of the kitchen.** Vendors will be responsible for supplying their own extension cords and power strips. Keep in mind that you will be sharing outlets with others and please try not to overtax the electrical system.
8. All vendors are required and responsible for collecting and remitting ND sales tax and Garrison city sales tax on their taxable sales. The rate is a total of 7%. This reflects the 5% state and 2% city sales tax. Forms and tax permits are available through the ND State Tax Department

**Registration** – All participants are required to pre-register (**additional \$5 flat fee for electricity**). All new applicants must include three photos of items to be sold or exhibited. Photos will be judged for product quality by the Festival committee to determine acceptance or rejection and photos will not be returned to artisans or craftsmen.

**Act of Nature Clause** - It is expected that all vendors will adhere to the Piccadilly Square hours of operation. If a vendor chooses to arrive later or leave earlier than the posted hours, a fine of \$20 will be imposed. However, neither party (vendor nor Dickens Village Festival) shall be liable for any failure or delay in performance under this Agreement but shall have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control, including but not limited to Acts of Nature and/or any other cause beyond the reasonable control of the party whose performance is affected. The Dickens Committee officials will determine a full closure of the Piccadilly Square. ***Vendors arriving late or opting to close early due to weather related reasons shall not be fined but must contact the Piccadilly Square Co-chairs prior to vacating.***

**\*\*\*By signing the application you agree to the above terms.**