

Dear Culinary Crafts Craftsman,

The 2010 Pink Palace Crafts Fair, a family oriented event held at Audubon Park in the heart of Memphis, Tennessee, is the largest juried arts and crafts fair in the Mid-South area. The Friends of the Pink Palace Museum, a non-profit support group of the Memphis Museum Systems, sponsor the Crafts Fair. The event and is the largest of its kind in the Mid-South area. Over 225 craftsmen participate in this event, including Juried Craftsmen, Juried Traditional and Demonstrating Craftsmen. We also include craftsmen with unique consumable products to sell Culinary Crafts.

We would like to invite you to apply to be a part of this event. The non-refundable application fee is \$25.

#### **DATES AND TIMES OF THE 2010 CRAFTS FAIR**

Thursday, October 7	10 AM - 6 PM
Friday, October 8	10 AM - 6 PM
Saturday, October 9	10 AM - 7 PM
Sunday, October 10	10 AM - 5 PM

Please note this fair is a **4-day event**. Set up for the Crafts Fair is Wednesday, October 6, between the hours of 11 AM and 7 PM. All craftsmen are expected to arrive on this day and remain at the Crafts Fair until closing on Sunday afternoon. All craftsmen need to meet this time schedule in order for our event to open in an orderly fashion on Thursday morning.

The Crafts Fair is a family-oriented event which attracts many different kinds of visitors. On Thursday and Friday, during the hours of 10 AM until 3 PM, there is a mixture of adult shoppers and school groups. For the remaining hours of operation, the visitors are mostly adults or families who attend to shop, enjoy the non-stop entertainment, and indulge in the delicious Commercial Food menus.

Our Culinary Crafts section will be located in a tent near our Fine and Traditional crafts. This section is designed for those who have unique foods to sell. Some examples include: homemade peanut brittle, gourmet mixes, herbal products, preserves and butters, pickles, apple cider, cookbooks, etc. Please note that in this area, the items sold are not meant to be consumed on the premises, rather to be taken home to be enjoyed later. Samples are permitted. Bring only what has been agreed upon to sell.

The booth fee varies by location within the tent. Our policy for considering booth placement requests is based on a **first received** policy. Upon acceptance, your place on the list of location requests is determined by the **date we receive your completed remittance along with your check for all applicable fees.**

Extension cords are permitted for low voltage use such as heating samples in crock-pots. You must provide your own extension cord measuring at least 100 feet; there is a \$125 charge for the use of the electrical outlet. No refrigeration is available. For further information, please read the enclosed Culinary Policies.

During the days of the Crafts Fair, special parking is available for craftsmen's vehicles. One parking pass will be issued to each craftsman. At the close of each day, if any craftsmen wish to RV camp, they must camp at a location other than the Crafts Fair grounds

Please complete the enclosed application form and return it to us, with your \$25 application fee by **March 30, 2010. New applicants must also send a representative food sample.** We will send out notifications on or before **April 30, 2010** regarding acceptance. Upon acceptance, all forms and fees are due by **June 30, 2010.** We look forward to hearing from you. If you have any questions, please call us at (901) 320-6408 or e-mail. Office hours are 8 AM- 12 PM, Monday through Friday.

Sincerely,

Culinary Chairmen, 2010 Pink Palace Crafts Fair

For Office Use: NAME \_\_\_\_\_ CHECK#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

FOOD TYPE: \_\_\_\_\_

**Culinary Crafts APPLICATION FORM**  
2010 Pink Palace Crafts Fair – October 7, 8, 9 & 10

Company Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (    ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Description and **price range** of products you will bring to the Crafts Fair.

Briefly describe the process and list ingredients used in making your items

**Send a representative sample of your products to the Crafts Fair office at the address on this form. Include a photo of your fully-stocked booth with this completed application.**

**FEES**

*Do not send fees until accepted - This is for information purposes only.*

Please indicate your first choice:

- Row Space (10 x10) \$325
- Corner Space \$75 additional
- One (1) 110 plug outlet \$125

**\*Additional Mandatory fees:**

- Memphis & Shelby County Vendor Fee: \$ 8
- Memphis & Shelby County Health permit: \$ 30

Send completed application form and \$25 application fee by **March 30, 2010** to:

**FRIENDS OF THE PINK PALACE MUSEUM**  
**3050 Central Avenue**  
**Memphis, TN 38111-3399**  
**Attn: Culinary Chairman**

**Phone: (901) 320-6408**  
**FAX: (901) 320-6391**  
**E-mail: Friends@memphistn.gov**  
**Office Hours: Monday – Friday, 8AM-12PM**

**2010 PINK PALACE CRAFTS FAIR**  
**CULINARY CRAFTS POLICIES**

- G Products for the Culinary Crafts category should be unique food items prepared by the exhibitor. Cookbooks compiled by non-profit organizations are also allowed.
- G Each applicant must submit a photograph of his/her fully stocked booth. Samples of the items to be sold are to be included with the application of **new applicants**. In the space provided on the application form, the craftsman should list the description and preparation of the items, including the major ingredients. The photo will not be returned; it will remain in our files and possibly, if you participate in the Crafts Fair, be used for marketing.
- G The work of each applicant will be anonymously submitted to the Standards Committee. Criteria include taste, appearance, marketability and variety. Decisions of the jury are final.  
**Information regarding acceptance will NOT be given over the telephone.**
- G Food sold should be designed for off-site consumption. Small samples are permitted. Each craftsman has the right to refuse giving samples at any time. Craftsmen should supply trash receptacles for their area.
- G Craftsmen are responsible for having available to the public a list of ingredients of food products sold.
- G All Craftsmen must comply with the regulations of the Memphis Health Department; the Health Department will conduct health safety checks during the Crafts Fair.
- G All forms must be returned by the applicable deadline and accompanied by your non-refundable \$25.00 jury entry fee. You must indicate the type of space desired on your application, but space rental fees are not due until after you are accepted. All fees must be paid by **March 30, 2010** to insure that you have a space. Space assignments are made on a first received basis. We cannot guarantee that you will receive your first choice of space.

Those craftsmen who do not comply with **ALL** of the above policies will be notified in writing during or after the Crafts Fair that they will be denied participation in this or application to future Crafts Fairs.

## GENERAL POLICIES

- Applicants may apply in only one craft category. Each craftsman must submit an application. The craftsman or a studio principal or employee directly involved in design and production must be present for the complete duration of the fair to sell and meet the public. **Sales representatives are not permitted.** Booths must be set up on time; opening late or closing early is not allowed. Exhibitors must bring enough stock for the entire show. All participants must be 18 or older to enter. Set-up is scheduled for October 6 from 11 AM to 7 PM. All booths must be ready by 7 PM.
- **Jury fees are not refundable. Those accepted for the Fair may withdraw from the Fair anytime before August 1; a \$100 processing fee will be charged. From August 1 to September 1, a drop-out fee of one half the booth fee will be charged. After September 1, there will be no refunds.**
- You are required by law to pay Tennessee State sales tax. A tax representative will register all participants on Thursday or Friday. It is your responsibility to understand the Tennessee State sales tax laws and pay the sales tax where applicable. The tax rate is 9.25 percent.
- In the event of theft, vandalism, damage and/or loss of property, neither the Pink Palace Museum nor the Friends of the Pink Palace will be held liable. A qualified guard service will be on the grounds at all times from 3 PM Tuesday through Sunday at 7 PM. No one will be allowed on the grounds before 7 AM on Thursday, and 8 AM Friday-Sunday, or after the gates close for the day. This policy includes the parking lot. Complete Policies and Fire & Electrical Guidelines will be sent if accepted.