



## 2019 WINTER FANTASY EXHIBITOR INFORMATION – Summer Artists

### EVENT DESCRIPTION

The 29<sup>th</sup> Annual Winter Fantasy at the Sawdust Art Festival is open to artists and craftspeople regardless of residency. The 11-day festival is a holiday-themed outdoor show with over 180 exhibitors who sell and demonstrate their original art or craft. Highlights include artist demonstrations, art workshops for all ages, holiday entertainment and Santa! Concessions include four outdoor cafés and the Sawdust Saloon. The Sawdust Art Festival's three-acre eucalyptus grove is transformed into a sparkling holiday winter wonderland with decorations and lights. Estimated 11-day attendance average is 25,000. Open rain or shine.

**DATES:** November 23, 24, 29, 30  
December 1, 7, 8, 14, 15, 20\*(\*per City Approval) 21, 22

**SHOW HOURS:** Community Night Festivities on November 23<sup>rd</sup> - 5pm-7pm  
Regular hours are 10 am – 7 pm

**LOCATION / INFO:** Sawdust Art Festival, 935 Laguna Canyon Road, Laguna Beach, CA 92651  
949.494.3030 or [www.SawdustArtFestival.org](http://www.SawdustArtFestival.org)

### EXHIBITOR REQUIREMENTS

Exhibitors are required to make their own art or craft. **No manufactured items are considered.** Items not acceptable include but are not limited to: food, coasters, candles, soaps, bath salts, decoupage items, flower arrangements, strung beads, assemblage items, mouse pads, 2-D (two-dimensional) magnets and any items with transfers applied.

- **The Artist is required to be present in their booth all days. Unmanned booths will be fined \$100 or Artist will not be invited back.**
- **You must have prior committee approval if you have to miss a date.**
- **Exhibitor must build a booth or arrange to use an existing summer booth.**
- **Exhibitor is required to have an educational display and complete 12 hours of demonstration in their booth.**
- **Applications must be received by Monday, July 15<sup>th</sup> 2019 at 5:00pm. Summer Artists to pay \$30 Application. Remainder of fee payable before or on August 12<sup>th</sup> by 12 noon.**

### HOW TO APPLY

1. Read all information sheets.
  2. Complete the Application and Exhibitor Agreement forms. Sign or initial where indicated.
  3. **One check to include a \$30 non-refundable Application Fee due with Application 7/15 @ 5pm. Remainder of Exhibitor Fee to paid in full by August 12<sup>th</sup>.**
  4. **All 2019 Winter Fantasy Applicants must attach 3 photos that represent your art or craft including returning 2019 Summer artists.**
  5. **Mail to:** Attn: 2019 Winter Fantasy Or email: Subject line: 2019 Winter Fantasy  
Sawdust Art Festival [admin@sawdustartfestival.org](mailto:admin@sawdustartfestival.org)  
935 Laguna Canyon Road  
Laguna Beach, CA 92651
- \*Make checks payable to: Sawdust Festival Corp**
6. Applications must be postmarked by Monday, July 15<sup>th</sup> at 5pm (**Deliver your application to the Sawdust Office via email, mail or in-person Monday-Friday only**).

## EXHIBITOR SELECTION PROCESS

The Winter Fantasy is not a juried show. All entries are reviewed by the Winter Fantasy Committee and/or the Board of Directors and are accepted on a first-come first-served basis. **Each Artist must personally design and create his/her original artwork.** The Committee reserves the right of final selection and the right to terminate sales if items sold have not been approved. **First time show exhibitors are required to present and/or demonstrate their artwork/craft to the Winter Fantasy Committee prior to being accepted in the show. You will be notified of your appointment date and time.**

**Winter Fantasy Committee reserves the right to call in any Artist to show or demonstrate their work at any time.**

## REFUNDS

Refund requests must be *in writing* and received by 5:00 pm Monday, September 16, 2019 for a full Exhibitor Fee refund. Refund requests received September 17 – September 23, 2019 will receive 50% of the Exhibitor Fee. **ABSOLUTELY NO REFUNDS AFTER 5pm, MONDAY, SEPTEMBER 23, 2019. (\$30 Application Fee is non-refundable)**

## SPACE SIZE & BOOTH CONSTRUCTION

Each exhibitor space is unique in size and shape and is approximately 100 square feet. **NO INDIVIDUAL TENTS! NO EASY-UPS!** Our safety requirements and City requirements have necessitated these restrictions. All exhibitors in the Winter Fantasy must comply with the booth building requirements, building and electrical specifications. Exhibitors using a summer booth are responsible for the booth meeting all requirements. The City inspects the booths before the show. Booth building begins Monday, October 14<sup>th</sup> and the grounds will be open daily.

## **ONLY ONE (1) EXHIBITOR SPACE or BOOTH IS PERMITTED PER EXHIBITOR**

**All booths must be stocked and open at 9:45 am on Saturday, November 23<sup>rd</sup>, Opening Day.**

**All booths must be torn down and all debris removed from your site by Sun. January 12, 2020 5 p.m.**

## USING A SUMMER BOOTH

Summer 2019 exhibitors are given first option to keep their summer booth for the Winter Fantasy. There are designated areas where no booths are permitted to be built or to be left up from summer. **A SUMMER EXHIBITOR MAY NOT RENT OR SELL HIS/HER BOOTH OR SPACE TO A WINTER FANTASY APPLICANT.** The summer exhibitor may ask the Winter Fantasy exhibitor to dismantle the booth or request a teardown fee not to exceed \$350. If arrangements have not been finalized in writing, the summer booth must be torn down by the summer deadline of September 8th.

## BOOTH SELECTION

After the summer show is completed and all Winter Fantasy booths have been finalized, the remaining booths must be torn down by 5 pm Sunday, September 8th. The Grounds Manager and the Winter Fantasy Committee will review remaining spaces. **The map of available booths will be updated weekly by the Winter Fantasy Committee. Once this contract is turned in by an approved Winter Fantasy exhibitor, the booth will be taken off the available booth map.**

**SECURITY**

Security will be provided for the five (5) weeks of the show 24 hours a day. Security begins Thursday, November 21 at 12pm and continues through to Monday, December 23 at 7pm. The Sawdust Art Festival assumes NO responsibility for any loss or damage from any cause.

**INSURANCE**

Liability insurance of \$1,000,000 is required and has been purchased by the Sawdust Art Festival. 2019 Sawdust Summer exhibitors have paid their insurance for the calendar year. Liability insurance is included in the Exhibitor Fee for all other applicants. The Sawdust Festival Corporation listed on the application assumes no risk and by the acceptance of this agreement the Exhibitor expressly releases the Sawdust Festival Corporation of and from any liability for any damage, injury or loss to any person or goods which may arise from occupation of said space by the Exhibitor and agrees to hold and save the Sawdust Festival harmless of any loss or damage by reason thereof.

**LICENSES**

A California State resale license is required. Contact the State Board of Equalization at 800.400.7115 or 949.461.5711 or go to [www.boe.ca.gov](http://www.boe.ca.gov). Obtain a City of Laguna Beach license by calling 949.497.0313 or go to 505 Forest Avenue in Laguna Beach. Copies of both licenses must be submitted to the Sawdust Office by Friday, November 1, 2019.

**The map of available booths will be updated weekly by the Winter Fantasy Committee. Once this contract is turned in by an approved Winter Fantasy exhibitor, the booth will be taken off the available booth map.**



## 2019 Winter Fantasy Important Dates

**November 23, 24, 29, 30**  
**December 1, 7, 8, 14, 15, 20>(\*per City Approval), 21, 22**  
**Show Hours: 10 am – 7:00 pm**

New Exhibitor Orientation	Tuesday, October 15 <sup>th</sup> at 5:00pm
Booth Building begins	Monday, October 21 <sup>st</sup> at 8am
Booth Building must be complete	Sunday, November 10 <sup>th</sup> by 5:00pm <small>*City inspection w/c November 11<sup>th</sup></small>
Security Begins	Thursday, November 21 at 12:00pm
Tree Decorating	Thurs & Fri, Nov 21 & 22 from 10am - 5pm
Potluck Dinner	Friday, November 22 from 5:00pm – 7:00pm
Opening Day	Saturday, November 23 at 9:45am
Community Night Event	Saturday, November 23 from 5:30pm – 7:00pm
Closing Day	Sunday, December 22 at 7:00pm
Removal of Art Work	Sunday, Dec 22, 7:30 - Mon, Dec 23 at 7pm
Security Ends	Monday, December 23 at 7pm
Office/Grounds Closed for Holiday Break	Closed December, 24 2019 - Reopen January 2 <sup>nd</sup> 2020
Teardown begins	Friday, January 3 at 8am - 5pm
Teardown Complete!	Sunday, January 12 by 5:00pm

**Sawdust Office 949.494.3030 Monday – Friday 9:00am - 5:00pm**



**WINTER FANTASY 2019**  
**INFORMATION ON TEAR DOWN**  
**Friday, January 3<sup>rd</sup>, 2020 through Sunday, January 12, 2020**

**The schedule for tear down is as follows:**

**Sunday, December 22, 7:30pm – Monday, December 23, 7pm: Removal of artwork only**

**Monday, December 23 @ 7pm – Thursday, January 2, 2020: Grounds closed for holiday break.**

**Friday, January 3 – Sunday, January 12; 8am-5pm: Tear down**

The Winter Fantasy exhibitor is responsible for the tear down of the booth you are using. If you are having someone else take the booth down, please make sure they are aware of this information and have the site approved by Dan Haeflinger, grounds manager, prior to 5pm on Sunday, January 12. If you are using a summer exhibitor's booth and they will be handling tear down, please contact them prior to the show closing December 23<sup>rd</sup> and make sure they receive this information.

**Security will be on the grounds until 7pm on Monday, December 23<sup>rd</sup>**

We suggest you remove all of your artwork prior to security ending

- If your booth is attached to another booth, please coordinate tear down with your neighbor.
- Please be aware of others around you when tearing down your booth.
- Dumpsters will be available at the entrance to dispose of trash. You must dispose of all your trash.
- Please break down walls and roof sections, floors and counters.
- All walls, roof, floor and counters must be broken down prior to discarding into the dumpster.
- Your site must be clean, raked and free of debris and nails.
- Post holes should be filled and electrical boxes cleaned out.
- Each exhibitor must checkout with the grounds manager, Dan Haeflinger, or his assistant.
- No dogs, alcohol or drugs are permitted on the grounds during tear down.
- Tear down must be complete by 5pm on Sunday, January 12, no exceptions.
- There will be a \$200 fine for not removing your booth on time.