

BRANDYWINE FESTIVAL of the ARTS

2010 Artist Information

Welcome to the Brandywine Festival of the Arts! Thank you for making our 51st year a success. Please review the following information.

Official Date and Time

The Brandywine Festival of the Arts (BFA) will take place on Saturday, Sept. 10, 9:00 AM to 6:00 PM and Sunday, Sept. 11, 9:00 AM to 4:00 PM. There are no rain dates; the event will take place rain or shine.

Artwork

The BFA does not tolerate the following: buy-sell items, mass produced items, bringing items unlike those juried, or setting up booths unlike those juried. Violators will be expelled immediately from the show with no refund.

Booth Staffing

You will receive 1 wristband for yourself and 1 for an assistant; this grants you entry and reentry into the park. All other staff must pay the entry fee (\$5 for the weekend).

Booths must be occupied at all times during regular festival hours. In the event that your booth is unoccupied for an extended period, the BFA has the right to repurpose your booth without refund. Volunteers will be on hand to booth-sit if you need a break.

Booth Furnishing

It is the exhibitor's responsibility to furnish the assigned booth space with a tent or canopy and display materials. The BFA does NOT provide any tents or display materials. Electrical connections are not available unless you have made previous arrangements. Generators are allowed but must be preapproved.

Tent Rental

The official rental company for the 2011 BFA is All Event Party Rental. They will provide 10'x10' tents for \$110 for the weekend, including delivery and installation. Tables, chairs, and display fixtures are also available. Call (888) 892-7368 to reserve.

Setup

Festival grounds will be open for setup on Thursday and Friday, Sept. 8 and 9. You may arrive any time within setup hours, but you must unload everything from cars, trucks, or trailers by Friday. Vehicle access will be extremely limited on Saturday.

Early unloading and trailers Thursday, Sept. 8, 12:00 PM—7:00 PM

Large trailers must arrive on Thursday. All other vendors may drop off tents, tables, and other large items on Thursday as well.

Regular unloading Friday, Sept. 9, 9:00 AM—7:00 PM

You must check in at the gate when you arrive. A BFA staffer will give you a pass that allows you to drive on the grounds and park while unloading. You will be able to drive up to your booth space to unload, but please move your vehicle to a parking area before setting up your booth.

You may leave artwork in your booth on Friday and Saturday nights. The park will be guarded overnight by local police. If you prefer to remove your artwork overnight, you may drive into the park on Saturday night after 5:30 PM as long as you display your loading pass.

Breakdown

Booths must remain set up for the entire festival, 9:00 AM to 6:00 PM on Saturday and 9:00 AM to 4:00 PM on Sunday. Breakdown will begin at 4:00 PM on Sunday.

Loading Sunday, Sept. 11, 4:00 PM—8:00 PM

When you have packed up, a BFA staffer will check that you are ready to leave and give you an exit pass. You may then bring your vehicle onto festival grounds to load out.

Parking

Upon arriving at the park, you will receive ONE parking pass per 10'x10' booth space. You must display this pass on your vehicle's dashboard while parked during the festival. It is strongly recommended that you arrive between **7:30 AM and 8:00 AM** on festival days to obtain a parking space. Increased foot traffic and road closures will make it extremely difficult to get in after this time.

Please note that you may bring multiple vehicles on setup days, but only one on festival days. Make arrangements to carpool if you are sharing a booth with another artist.

Credit Card Processing

There is no wireless internet in the park. If you process credit cards with a smartphone app, you'll have to use 3G.

The BFA will offer credit card processing for vendors who do not already accept credit cards. Payment procedure is as follows:

1. Write a sales slip for the item(s). Keep one copy and give one to the customer.
2. The customer takes the sales slip to the BFA booth.
3. We charge a Visa or MasterCard and give the customer a receipt.
4. The customer returns with a receipt and picks up the item(s) purchased.

There is a 5% processing fee for all credit card transactions. The BFA will send payment to artists as soon as all credit card charges have cleared.

Large Items

Vendors selling large or heavy items are encouraged to let customers pick up their purchases at the end of the day. Alternatively, customers may obtain a pick-up pass from the official festival

booth and bring a car around to the southeast end of the park. Volunteers will be on hand to help with loading artwork.

Insurance

The BFA is not responsible for insuring the exhibitors' works or displays and cannot accept responsibility for theft or damage. Police are on duty 24 hours a day during the festival and setup.

Accommodations

The following hotels will offer special rates for BFA artists:

Courtyard Marriott–Wilmington Brandywine

320 Rocky Run Parkway
Wilmington, DE 19803
(302) 477-9500
\$105/night – available Sept. 9-11
Must book by Aug. 26

Doubletree by Hilton Wilmington

4247 Concord Pike
Wilmington, DE 19803
(302) 478-6000
\$99/night – available Sept. 8-11
Must book by Aug. 26
<http://tinyurl.com/BFA-DoubleTree>

Courtyard Marriott–Wilmington Downtown

1102 West Street
Wilmington, DE 19801
(800) 321-2211
\$99/night – available Sept. 9-11
Must book by 8/29
For 1 King: <http://tinyurl.com/BFA-MarriottKing>
For 2 Queens: <http://www.tinyurl.com/BFA-MarriottQueens>

Help!

If you have any questions, requests, or suggestions, please let us know.

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Have a great show!