

## Craft Fair Application Renewal Process

### Contents

Returning vendors: .....	1
New Application.....	2
Forgot user ID or password .....	3
Booth Selection Process.....	4
Payment.....	5

Thank you for your interest to renew your application for this year! The application process allows you to choose which booth you want and once your fees are paid, the booth will be reserved for your business. There is also a map available [http://aacwf.com/img/AACWF\\_2018\\_map.jpg](http://aacwf.com/img/AACWF_2018_map.jpg) so you can find the exact spot you want!

When you filled out your application last year, your email address you used will be your login ID and the password used on your application will be your password to login and apply. If you forgot your password, the recovery of your password will be emailed to the email address on file with us.

### Returning vendors:

1. Click the Login in the upper right hand corner of the application page \*see below

#### Application

Already have an account? [log in](#)

**First Name:**

**Last Name:**

**Email:**

**Business**



2. From this page, login with your email address used on your application last year and your password. If you cannot remember your password, click the “forgot password link”. \*\*If you don’t receive the email of your password within 5 min, check your junk mail folder in your email program.
3. Once logged in, if there is not a past application on file, you will see a link to start the application process. If you want to change the pictures from last year’s application, choose the link below. If you want to use the same information as the previous year, look under the previous year’s applications and click the “Copy Application” link under the status. This will carry over most of the application information (including the pictures) but ask for specific needed information for this year.

---

## Submitted applications

You do not have a submitted application. Click [here](#) to submit an application.

4. Once submitted, the webpage will explain the rest of the steps needed to pay the booth fees or anything else needed for your specific application.

## New Application

Thank you for your interest in the South Seminole Rotary Clubs Art, Craft and Wine Festival. If you have never applied to be a vendor for this event, we have an easy application process to get you started! Once the application is submitted, there is a small nonrefundable application fee. Once the application fee is paid, your application will be juried to ensure your items are handmade and not resell items. If you are not sure of what items are allowed, please see the rules and regulations in this document before applying.

Once the application is approved, you will be contacted and you then need to pay the booth fees and electrical fees (if applicable). Once that is paid, you will be locked in for the event.

Steps:

1. Go to <http://www.aacwf.com> and click application
2. Fill out the application \*\*The email address and password entered on your application will be your login ID and password to check the status of your application and reapply for following years
3. Once the application is submitted, there will be a page that explains the next steps.

## Forgot user ID or password

The only customers who would have a login ID and password would be for returning customers. If you don't remember your password, we have a password recovery system that will email you your password. If you don't remember your user ID, please email [inquire@aacwf.com](mailto:inquire@aacwf.com) and we can help

## Booth Selection Process

Starting in 2014, we added a new process of allowing vendors to choose the booth they want during the application process. This is a first requested selection process. There are some reserved booths for each category such as commercial, food, prime and general. Based on which category of vendor, a list of available booths in that category will be displayed.

Some booths the electrical option will not be selectable. This is because some booths automatically come with electricity and there is not an option to not have it. Some booths have an option for electricity, and some booths do not have an option for electricity at all.

The most important thing to remember is your booth will only be reserved for no longer than 48 hours to await payment. If you do not pay the total due shown when the application, you are subject to lose your booth spot.

Example of booth selection in the Application:

**Select a booth**  
Click [here](#) to view a map of the booths.

Booth Number	Price	Electric	Include Electric	
33	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>
34	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>
35	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>
36	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>
37	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>
38	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Select Booth</a>

In this short example, booth 33 would be 175 + 20 + tax. If this is the booth you want, click the “Select Booth” link.

When it is selected, it will change to Green

Booth Number	Price	Electric	Include Electric	
33	\$175.00	\$20.00	Yes <input type="checkbox"/> <i>included in price</i>	<a href="#">Unselect Booth</a>

At the bottom of the booths table, it will display a total due.

<a href="#">Select Booth</a>
<b>Total Cost: 195.00</b>

## Payment

All of the items that need a payment will be made online at the end of the process.

We use the secure SSL (HTTPS) shopping cart for your safety. We do not keep your credit card on file. Every item related to the Craft Fair can be found by clicking the Art & Craft Festival category on the top banner of the site