

**PROFESSIONAL ARTISTS & CRAFTSMEN OF ARKANSAS (PACA)**  
**35th ANNUAL CHRISTMAS GALA ARTS & CRAFTS SHOW**  
**HUGHES CENTER - RUSSELLVILLE, AR - NOVEMBER 21st & 22nd, 2025**

We invite you to apply for the 35th Annual Christmas Gala Arts & Crafts Show on November 21st & 22nd, 2025 at the Hughes Center in Russellville, Arkansas.

Set Up Times: 11 a.m. - 7 p.m. Thursday, November 20th & 7 a.m. - 9 a.m. Friday, November 21st  
Show Hours: 9 a.m. - 6 p.m. Friday, November 21st, 9 a.m. - 5 p.m. Saturday, November 22nd

**PLEASE READ THE FOLLOWING RULES & INFORMATION IN THEIR ENTIRETY; FAILURE TO COMPLY WILL RESULT IN NOT BEING INVITED TO FUTURE SHOWS. THESE PROCEDURES ARE IN PLACE TO PROTECT THE PROFESSIONALISM AND QUALITY OF OUR SHOW.**

**RULES & INFORMATION**

- This is a JURIED show, meaning ALL items must be handmade/decorated by the exhibitor and submitted for approval. New applicants MUST submit 2-4 photos representative of items to be sold. Please send one photo of your booth setup (if available). Previous exhibitors should submit photos of new products not juried in their initial application. Mail photos with application or e-mail photos to [pacacraftshow@gmail.com](mailto:pacacraftshow@gmail.com) (do not text photos)
- We **DO NOT** allow resale items except those approved by the show chairman.
- Vendors may only exhibit and sell items in the media that have been juried and approved. For example, vendors may not post photos of unapproved products or display examples for orders of any items not listed on the approved application. If you wish to add new items to your approved product list, you **MUST** have approval before the show.
- The exhibitor, a family member, or a friend must be in the booth at all times.
- Booth spaces being shared must include all vendors and their items on the application. Space **MAY NOT** be shared unless approved through the application. Booths may **NOT** be transferred to another vendor. Items made by other crafters **MAY NOT** be sold in your booth unless included on the application and approved before the show.
- We do not guarantee a booth space solely on an exhibitor being in the previous show. We jury each show to ensure a variety of products and allow for new crafts.
- Electricity is available on a limited basis. Please write on your application if electricity is essential to your setup. The earliest applicants will be given first consideration. You must provide your own power strips and extension cords. Note: Cords may not be in any walk area.
- If you have any special needs for booth placement, please note these, and we will try to accommodate them where possible.
- The policies of the Hughes Center must be followed at all times. There is NO SMOKING allowed in the building. Pets are not allowed except for guide dogs.
- Refunds for cancellation will only be made with notice before September 1st. No refunds will be given after this date for any reason.
- Exhibitors may load and unload at the large doors on the east end of the Hughes Center or the door closest to their booth. After unloading, please move all vehicles to the city park parking area across the walking bridge behind the Hughes Center (please do not park in front of the Arts Center). Hughes Center parking needs to be available for customers. Trailers may be left overnight in the parking area by the Arts Center. RVs may also park in that lot, but there are no hookups. We **DO NOT** provide outside security.
- The law requires the collection of sales tax. Forms will be provided in your registration packet and must be filled out for each day of the show. Note that only a check can be accepted for sales tax payments.

- Booth Set Up: Tables (30"x72") are available to rent for \$5 each. All display needs are the responsibility of the exhibitor. Tables must be covered **to the floor** on all exposed sides with no boxes, sacks, etc., visible to the public. (NOTE the stretchy arched-bottom tablecloths do not meet this criteria) Floor-length black tablecloths are available for rent for \$5 each. Please do not use duct tape on the gym floor and be careful not to scrape the floor with display tables. No "sale" or "discount" signs will be allowed. Please keep your display entirely within your booth space. There will be one chair provided in each booth space for your use. All booths must be completely set up when the show opens.
- Please do not begin dismantling any part of your booth before 5:00 p.m. (the close of the show) on Saturday. This is strictly enforced. Any person attempting to leave early will not be invited to future shows. To respect our customers and fellow vendors, we must have all booths open for the advertised hours of the show.

### **APPLICATIONS WILL BE ACCEPTED UNTIL THE SHOW IS FULL**

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For additional information, call Sharla Hartzell (479) 264-7184, email [pacacraftshow@gmail.com](mailto:pacacraftshow@gmail.com) or visit our website [www.professionalartistsandcraftsmenofarkansas.com](http://www.professionalartistsandcraftsmenofarkansas.com)

Please LIKE/FOLLOW us on Facebook - Professional Artists & Craftsmen of Arkansas - for up-to-date information and show related posts that you can share.

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Vendor Name(s) \_\_\_\_\_ Business Name \_\_\_\_\_

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

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (cell) Email \_\_\_\_\_

Website \_\_\_\_\_

Are you on Facebook? \_\_\_\_\_ (if so, please LIKE/FOLLOW our page to stay informed & share all show posts to maximize advertising on FB)

List **ALL HANDMADE** items you would like to sell (this list **MUST** be detailed, use the back if necessary):

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Name of others working your booth (note, booth may not be left unattended at any time)

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**EARLY REGISTRATION SPECIAL** - Submit your application by June 1st and receive \$10 off per booth. No discount will be offered after June 1st.

Note the number of booths you are requesting in the blank beside your preferred size. We have a limited number of corners, double, and small booths available.

- \_\_\_\_\_ 10'x8' space @ \$85 ea (\$75 ea if payment is submitted by June 1)
- \_\_\_\_\_ 7'x7' space @ \$70 ea (lobby, only 2 avail, not connected, \$60 if payment is submitted by June 1)
- \_\_\_\_\_ 12'x12' space @ \$70 ea **Outside Booth**, provide own tent, electricity available, no security (\$60 ea if payment is submitted by June 1)
- \_\_\_\_\_ Additional rental options:
- \_\_\_\_\_ \$5 per table you would like to rent for use in your booth space
- \_\_\_\_\_ \$5 per floor length **BLACK** tablecloth you would like to rent for use in your booth space
- \_\_\_\_\_ **TOTAL DUE**

\_\_\_\_\_ Is electricity essential to your setup? Note: limited availability, no extra cost, submit request early

If you were an exhibitor in last year's show, do you prefer your previous booth location? \_\_\_\_\_  
(NOTE: Please send application and booth payment by June 1st to reserve your previous space, requests after this date are not guaranteed)

**PLEASE SIGN:**

**I have READ ALL the rules of the 35th Annual Christmas Gala and agree to abide by the same. I agree that PACA will not be held responsible for injuries or losses.**

\_\_\_\_\_  
**Signature Required (of each exhibitor in the booth if shared)**

**Please send this application and full booth payment to PACA, PO Box 10582, Russellville, AR 72812-0582**