

Fall Craft Fair - Application

Sponsored by:

Friends of the Southwick Public Library (FSPL) (A 501(c)(3) organization)

PO Box 727

Southwick, MA 01077-0727

413-569-6531

southwickpat@comcast.net

Open to the public: Saturday September 28 from 9:00 a.m. to 3:00 p.m.

Set up time for exhibitors: 7:30 a.m. to 8:45 a.m.

Please indicate either inside or outside space. There is a limit of 2 spaces per participant.

_____ Inside Table space approximately 6x8 ft*: \$20.00

* You provide tables, chairs, racks, etc. Outside tents or canopies cannot be used inside the building. A limited number of 6 foot tables are available for rent. Please see the [Special Requests Section](#) on page 2 for details.

_____ Outside 10x10 space (you provide tent, chairs, etc.) Tents cannot exceed 10x10. \$20.00

Name: _____

Address: _____

City/Town: _____

Mailing address (if different): _____

Email address: _____

Phone: _____

Description of your craft/art or local agricultural product:

Placement in the show, which is subject to space availability, is determined by the Craft Fair committee.

**The Craft Fair will be held at Southwick Town Hall
both on the grounds and inside the building**

454 College Highway, Southwick, MA 01077

Special Requests will be made on a first come, first serve basis.

____ Electric - Inside tables spaces only (add \$5.00 to space fee)

____ Rent of six foot table and 2 chairs - Inside spaces only (add \$5.00 to space fee)

Application Summary

I have enclosed the following items with my application. I have made a copy of this application for my records.

____ For craft/art items - three photographs of work are included or have been emailed to:
southwickpat@comcast.net (not necessary if you were in a previous and are selling similar items) you may pick up your photos on the day of the craft fair

Check how you wish to receive additional information - note: if you use email for additional communications you do not need to enclose a preaddressed envelope:

____ Enclose a self-addressed business size envelope with appropriate postage or

____ Send additional information to me using the email address on this application

Indicated number of spaces ____ Outside space ____ Inside table space
(limit of 2 spaces per participant)

____ A check for \$20.00 for each reserved space plus \$5.00 for each "special request" item.

Checks payable to: Friends of the Southwick Public Library

We appreciate a donation of a door prize with a value of \$10.00 or more.
These items will be raffled off at the end of craft fair. **Thank you for your generosity!**

Item donated will be _____

Return to: FSPL - Craft Fair
 PO Box 727
 Southwick, MA 01077-0727

I have read the Rules and Regulations and agree to abide by them. Once accepted, I understand that all fees are non-refundable. I agree to assume full responsibility for my merchandise, my conduct, and any property, which I may bring onto the premises. I will not hold the Friends of the Southwick Public Library or Town of Southwick responsible for any damage, personal injury, theft or any acts that may occur at this fair.

My items are handmade or locally grown and not manufactured.

_____ (Signature)

Please make a copy of your application for your records.

Rules and Regulations

1. Fee must accompany application. Please make all checks payable to **Friends of the Southwick Public Library**. Space is available at \$20 a space. All spaces are assigned on a first come/first serve basis. Once accepted, all fees are nonrefundable.
2. By the middle of September, all accepted applicants will receive a confirmation letter with directions. If you will not be able to attend please let the committee know as soon as possible by contacting Pat McMahon at 413-569-6531 or email southwickpat@comcast.net. In the unlikely event you cannot attend, we are not able to refund the application fee.
3. Anyone with handmade crafts or specialty (local) food items is invited to apply. **No imports or store bought items are allowed.** All products displayed must be handcrafted. No imported jewelry or sweaters, no Beanie Baby - type items, no wholesale wood products, etc. Any applicant selling items that are not handmade or locally grown will be asked to leave.
4. All crafters/artisans are required to send in photos of items they will be offering. Submission of the photos grants us permission to use them for advertising purposes (does not apply to agricultural products). Does not apply if you have been accepted to the show in prior years and are selling the same type of items.
5. Publicity may include local newspapers, cable channel, radio, posters, lawn signs and flyers.
6. Exhibitors will be responsible for, and supply his/her own display, table unless renting table and chairs. Tables must fit into the allocated space. There is limited access to electricity - request and additional payment must be included with your application. Additional racks and displays cannot extend beyond your designated space or into the aisle. There are a limited number of tables available for rent - see the application for details.
7. Set up time is Saturday morning, September 28 from 7:30 a.m. - 8:45 a.m. There will be a check-in person greeting you. He/she will let you know if you should unload in the front or rear of the building. Each applicant must unload his/her vehicle at the designated area and then move their vehicle to the assigned parking area. This will allow others to unload quickly.
8. The fair will be opened to the public at 9 a.m. For safety reasons, any applicant that has not checked in by 8:15 a.m. is subject to forfeiting their space without a refund.
9. FSPL are requesting a donation of one item, approximate value of \$10, for our raffle. A receipt for your donation will be provided. You may attach your business card to the item.
10. We request that no display be removed during fair hours, even if you have sold out. Booths must be maintained until 3:00 p.m.
11. The Friends of the Southwick Public Library and Town of Southwick are not liable for injury, damage, or losses of any kind.
12. Any questions or concerns on the day of the fair should be brought to the attention of a member of the Fair Committee. All decisions made by the Fair Committee are final.
13. Sellers are responsible for the collection and reporting of all sales tax.
14. By completing and returning your application, you have read and agreed to comply with all rules and regulations set forth above. Any exhibitor found in non-compliance is subject to expulsion without refund and future refusal to exhibit.

We reserve the right to refuse any submitted application.

Sellers are expected to dispose of their own trash before, during and after the fair.