

Fall Craft/Agricultural 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
pat@mmcmahon.com

Open to the public: Saturday October 24, 2015 from 9:00 a.m. to 3:00 p.m.

Set up time for exhibitors: 7:15 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. A limited number of 6 foot tables are available for rent. Please see the Special needs 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 on the grounds and in the auditorium
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 (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 pat@mmcmahon.com

____ Self-addressed business size envelope with appropriate postage.
(If not provided, your application will be returned unprocessed)

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 during the day. **Thank you for your generosity!**

Item donated will be _____

Return to: FSPL - Craft/Agricultural 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 (6 x 8 space). Space is available on a first come / first serve basis and is limited. Once accepted, all fees are nonrefundable.
2. 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 pat@mmcmahon.com.
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).
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, which must be covered. 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.
7. Set up time is Saturday morning, October 24th from 7:15 a.m. - 8:45 a.m. Each applicant must unload his/her vehicle at the designated areas, move the vehicle to the assigned parking area, before set up so that others will be able to do the same.
8. The fair will be opened to the public at 9 a.m. For safety reasons, any applicant that hasn't checked in by 8:15 a.m. Saturday 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 or stock be removed during fair hours, even if sold out. Booths must be maintained until 3:00 p.m.
11. The Friends of the Southwick Public Library and Southwick Town Hall 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 will be 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.