

116th ANNUAL HARVEST CRAFT FAIR

First Parish of Sudbury

Saturday, October 14th, 2017 10am-4pm

The First Parish of Sudbury announces its 116th annual Harvest Craft Fair. For over 100 years our historic landmark building in Sudbury Center has been a perfect venue for this Craft Fair. Once again we are opening the grounds and historic buildings to outside crafters. We welcome your application to sell your quality crafts. This juried craft fair is only open to crafters selling their own handmade products. Resellers are not admitted. Those crafters who offer a mix of items are welcome, but only their own crafts may be displayed and sold at the fair. Crafters may not share inside spaces.

The Harvest Craft Fair draws attendees due to its location and the fine food offered. Abundant nearby free parking allows convenient access. We proudly offer jams, jellies and baked goods from the kitchens of our parishioners. Additionally, a hearty lunch of homemade soups and breads is sold at reasonable prices. We offer extensive advertising in local and regional newspapers, internet sites, and signs are prominently displayed throughout Sudbury and neighboring communities. We are continuing our hourly raffle this year, for which patrons must be present to win. Your donations of an item of at least \$15 value provide the raffle prizes.

Become part of our New England tradition and make it a profitable event for all.

HARVEST CRAFT FAIR OPERATING RULES AND EXHIBITOR GUIDELINES

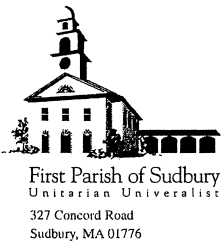
- Crafts:** All crafts must be hand created by the crafters. No reselling is allowed. The sale of jewelry must be approved in advance based on your application.
- Unloading:** Materials may be unloaded in the Church parking lot. Crafters will be directed to parking locations and to remove their vehicles as soon as materials are unloaded.
- Parking:** Free parking in nearby lots.
- Set-up:** Friday, Oct. 13th from 6:30 PM- 8:00 PM; Saturday, Oct. 14th from 7:30 AM- 9:30 AM
All setups must fit within the space allocated. All set-ups must be completed by 9:30 AM of October 14th. The Harvest Craft Fair opens promptly at 10am. Booths must remain set-up until the 4pm closing.
- Aisles:** Must be kept clean, navigable and safe.
- Exhibitor Areas:** Must be returned to their original condition after the Fair is over.
- Liability:** First Parish of Sudbury assumes no liability for any property or goods of exhibitors. Exhibitors will hold harmless First Parish of Sudbury for any personal liability due to exhibitor's acts or omissions.

First Parish of Sudbury reserves the right to make and enforce all operating rules, and, in its sole discretion, to require the removal from sale of any items deemed inappropriate for sale at the Harvest Craft Fair. Exhibitors must comply with all laws of the Commonwealth of Massachusetts and the Town of Sudbury, including all laws and regulations dealing with licensing and sales taxes.

- Food:** Coffee will be provided at no charge during the day. Our famous homemade bread & soup lunch will be available for your purchase and delivery to your booth.
- Deadlines:** Applications must be postmarked by May 1, 2017, and confirmations will be mailed early June.
- Refunds:** No refunds will be made once an exhibitor has been accepted, unless the space can be filled by September 1, 2017, after which date no refunds will be made to any admitted crafter for any reason.
- NO SMOKING** is permitted in the First Parish buildings.

**PLEASE TAKE NOTE THAT THE DATE OF THE FAIR IS October 14th, 2017,
THE WEEKEND FOLLOWING COLUMBUS DAY WEEKEND.**

For more information, contact June Hopkins at (508/573-1311) or email: craft.fair@fpsudbury.org
CRAFTER'S COPY (Please retain for future reference)



116th ANNUAL HARVEST CRAFT FAIR

First Parish of Sudbury
Saturday, October 14th, 2017 10am-4pm

Application Agreement

HARVEST CRAFT FAIR OPERATING RULES AND EXHIBITOR GUIDELINES

- Application:** Your check must be for the total due on your 1st choice location, including the fee for table/chairs/electricity, if you wish us to provide these. Refunds for those accepted for their 2nd or 3rd choice location will be made AT THE FAIR. Rejections will have their Booth check returned to them. A waitlist is maintained and those checks are held pending final decision.
- Crafts:** All crafts must be hand created by the crafters. No reselling is allowed. No Sharing of Craft space by 2 or more crafters is allowed for inside spaces.
- Raffle:** Every Crafter must donate a craft with a value of at least \$15. This item must be presented upon check-in.
- Unloading:** Materials may be unloaded in the Church parking lot. Crafters will be directed to parking locations and to remove their vehicles as soon as materials are removed.
- Parking:** Free parking in nearby lots.
- Set-up:** All setups must fit within the space allocated. Most inside spaces are 8'x6', with a few 10'x6' spaces. Stall spaces are only 9' wide, so 10x10 tents/display do not fit inside without modifications. This year we offer two outdoor spaces 10'x12'.
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All set-ups must be completed by 9:30 AM of October 14th. **The Harvest Craft Fair opens promptly at 10am. Booths must remain set-up until the 4pm closing.**
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- Food:** Coffee will be provided at no charge during the day. A food concession will be available where lunch and snacks may be purchased.
- Deadlines:** Applications must be postmarked by May 1, 2017 or a **\$10 late fee will be added to those postmarked from May 2 on**. Confirmations will be mailed in early June.
- Refunds:** No refunds will be made once an exhibitor has been accepted, unless the space can be filled by September 1, 2017. No refunds will be made after September 1, 2017 for any reason.

NO SMOKING is permitted in the First Parish buildings.

**PLEASE TAKE NOTE THAT THE DATE OF THE FAIR IS October 14th, 2017,
THE WEEKEND FOLLOWING COLUMBUS DAY WEEKEND.**

I hereby consent to the conditions and guidelines set forth by the Committee of the First Parish of Sudbury Harvest Craft Fair as set forth above.

Signature

Date



116th ANNUAL HARVEST CRAFT FAIR
 First Parish of Sudbury
 Saturday, October 14th, 2017 10am-4pm
 Route 27 & Concord Road Sudbury MA 01776

CRAFTER'S APPLICATION

Deadline: Applications must be postmarked by May 1, 2017 to avoid \$10 late fee.

Exhibitor's Name _____ Business Name _____

Address _____ City: _____ State/ZIP: _____

Cell Phone: _____ Email: _____ WebPage _____

How did you find us? Returning?__ Referral?__ Newspaper Ad?__ Crafters Ad?__ Website? _____

We are seeking superior crafters with a single focus. Crafts must be handmade by you. Describe the craft and merchandise and list the price range of these items you will be selling. Note: Jewelry sales are by prior approval only.

Please include a business card and a minimum of 3 photos of the crafts to be exhibited for review by our jury, including one of you creating the craft. Photos are required even if you have provided them in previous years. Photos become the property of First Parish of Sudbury and may be used or duplicated for publicity. No application will be considered without new photographs included. Exhibitors must actually sell items similar in type and variety as suggested by the applications.

<u>Exhibit Spaces</u>	(INDICATE 1 ST and 2 ND CHOICE BESIDE PRICE)	<u>CHOICE</u>
1) Indoor Spaces - Parish Hall or Atkinson Building <u>at our discretion</u>		
a. Large Booth (10' x 6') – only 5 of these spaces exist	\$95	_____
b. Regular Booth (8' x 6') – Note that the inside is always over-subscribed	\$80	_____
2) Outdoor area, bring your own equipment (tables, tents, etc,) and be prepared for rain and or wind. Also bring weights for tents.		
c. Horse Stall (9' x 11') - only 6 of these spaces exist	\$65	_____
d. Lawn (10' x 10')	\$55	_____
e. Lawn XL (10' x 12') –only 2 of these spaces	\$65	_____
f. Pavement (10' x 10')	\$55	_____

Additional Items for INSIDE spaces only: include costs in your application fee

8' table with 2 chairs:	\$15 fee:	_____
Electric outlet (bring your own <u>heavy-duty</u> extension cord)	\$15 fee:	_____

Please note any special requests such as wall space, position from last year:

Please note your 1st, 2nd, and 3rd choice of exhibit area. You will be refunded for any price difference at the show. Flexibility in space selection can improve your odds of acceptance. Inside is always over-requested.

Make check payable to: First Parish of Sudbury for your Booth Fee (including table, chairs, and electricity, if applicable). **Mail your checks, pictures and both the Application and Agreement pages to:**

HARVEST CRAFT FAIR, First Parish Sudbury, 327 Concord Road, Sudbury, MA 01776

For more information or questions, call June Hopkins at 508/573-1311 or email at craft.fair@fpsudbury.org