

WATERTOWN PARKS & RECREATION

HOLIDAY CRAFT FAIR

SWIFT MIDDLE SCHOOL

250 COLONIAL ST, OAKVILLE CT

SATURDAY, NOVEMBER 30, 2024

10AM – 2PM

2024 EXHIBITOR APPLICATION & GUIDELINES

Please Print

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE #: _____ ALTERNATIVE #: _____

****EMAIL IS REQUIRED FOR COMMUNICATION BEFORE EVENT****

EMAIL ADDRESS: _____

ART OR CRAFT ITEM(S) BEING SOLD: _____

Categories will be filled on a first come basis, so please get your applications in early.

ENCLOSED IS MY PAYMENT OF \$ _____ FOR _____ # OF 8'X8' SPACE(S) AT \$50 PER SPACE.

Make check payable to "Watertown Parks & Recreation"
& mail to 61 Echo Lake Road, Watertown, CT 06795

I hereby do release The Town of Watertown, and its staffs, volunteers and associates from any and all liability and damage, injury or for any personal injury, property loss or damages of any nature or cause suffered as a result of the operation of this show. I give my permission to use my name, my business name, images submitted and any photographs taken at the show of me and my items for advertising or publicity purposes. I understand that my application is a commitment to the show and will respect that commitment. I have read the attached guidelines and agree to abide by them.

Signature

Date

Print Name

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The Holiday Craft Fair is a fine art and craft show for individual artists to exhibit and sell their original, handmade fine art or craft. Art media accepted (but not limited to) includes: sculpture, pottery, glass, jewelry, painting/drawing, textile/fiber/clothing design, photography, woodworking, musical instruments, leather craft, and metalwork and specialty foods.

SPECIFIC GUIDELINES:

EXHIBIT AREA: Exhibit space will be pre-assigned. Exhibit space is approximately 8' X 8' (additional booth space available for a nominal fee). Your exhibit area and surrounding area must be left in the same condition you found it. Please limit number of helpers during the event to keep booth(s) less crowded.

ELECTRICITY: Electricity is ***NOT*** Provided.

ITEMS FOR SALE: All exhibited items must be the “hand” work of the exhibitor. With the craft fair exhibiting handmade items, there may be similar items but everyone has their own unique style! **Ex:** if two vendors are selling jewelry, they will not be placed next to each other but we will have both unique designs available! Only items submitted and approved may be displayed and sold.

RAFFLE: We ***ask all vendors to donate a minimum one item*** to be raffled off. Staff will come around to collect your one item. In return you will receive a raffle ticket per item donated to the raffle table.

EVENT INSURANCE: Insurance is not provided.

SET-UP: Saturday, November 30th at 7:30 A.M. You **MUST** be set-up by 9:45 A.M. ***Strictly enforced!*** All vendors **MUST** bring help to set up and break down your exhibit area. Vendors are to provide own tables, chairs, decorations, etc. Seasonal decorations encouraged. ***No early tear downs unless it is an emergency.***

SPECIAL REQUESTS: They must be made at least 2 weeks before the event.

VEHICLES: Vendors are **NOT** to park in the Swift Middle school parking lot throughout the event. After unloading products, vendors are to move their cars to Mosgrove parking lot (29 Davis Street, Oakville, CT). A Watertown Parks & Recreation staff member will be there to shuttle all vendors back to Swift Middle school for the remainder of the event. After the event, we will shuttle you back to your vehicle. We have close to 50 vendors each year. We need to make sure the parking spots nearest to the building are available for your customers.

PETS: Please do not bring pets to shows.

If you have any questions, or need directions, please don't hesitate to call Watertown Parks & Recreation Department at 860-945-5246 or send an email to Giuliana Guerrera, Special Events Coordinator at wtnspecialevents@watertownct.org