

Winter Forest & Craft Fair: Craft Vendor

Hosted by:

Southwick Civic Fund 501(c)(3)

258 Feeding Hills Road, Southwick, MA. 01077

southwickcivicfund@gmail.com



December 11th from 4pm to 8pm (set up from 12pm to 3:45pm)

Craft Fair is in the Southwick Town Hall Auditorium & Hallways

There are only two types of inside spaces available: a 6x6 booth (auditorium) or a 6 foot table (hallway)

_____ Auditorium craft space (limited) is approximately 6 feet by 6 feet and the booth fee is \$60. You need to provide your own racks, walls, set up for your crafts etc. One table and 2 chairs will be provided for you. Please no tents. Stay within your 6x6 space.

_____ Hallway craft space (limited) is a 6 foot table and the fee is \$30. You can use an artificial wall behind the table if you have one, but all items need to be above, on, or under the table. One table and one chair will be provided for you.

Name _____

Address _____

City/Town/Zip _____

Email Address _____

Phone Number _____

Descriptions of your crafts/products _____

Placement of your booth within the Auditorium & Hallway is determined by the Southwick Civic Fund Board of Directors, and spaces for the craft fair are limited.

Please include photos of your crafts with this application.

Photos can also be emailed to southwickcivicfund@gmail.com

Make your booth fee check payable to Southwick Civic Fund

If in the event your application for the craft fair is denied, your booth fee check will be returned to you.

Rules and Regulations

1. Booth Fee must be submitted with the application. Please make all checks payable to Southwick Civic Fund. Auditorium spaces are available at \$60 each. Hallway spaces are available at \$30 each. All spaces are assigned on a first come/first serve basis. Once application is accepted and processed, the booth fee is nonrefundable.
2. By the middle of November, all accepted applicants will receive a confirmation email with directions and details. If you will not be able to attend please let a board member know as soon as possible by contacting southwickcivicfund@gmail.com. If 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. 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, and flyers.
6. Exhibitors will be responsible for, and supply his/her own display. Additional tables must fit into the allocated space. No electricity is available. One table and two chairs will be provided for you. Additional racks and displays cannot extend beyond your designated space or into the aisle.
7. Set up time is Saturday afternoon, December 11th from 12pm.-3:45pm. 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 4pm. For safety reasons, any applicant that has not checked in by 3:30pm is subject to forfeiting their space without a refund.
10. We request that no display be removed during fair hours, even if you have sold out. Booths must be maintained until 8:00 p.m.
- 11. The Southwick Civic Fund 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 Southwick Civic Fund. All decisions made by the Southwick Civic Fund President and Clerk 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.

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 Southwick Civic Fund 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 _____

Date _____