

# 2009 Newburyport Chamber Crafter Participation Regulations & Requirements



**Spring Fest - May 24 and 25      Fall Harvest Festival - October 11 and 12**

## PLEASE READ ALL REGULATIONS AND REQUIREMENTS CAREFULLY.

Only handcrafted merchandise (includes clothing), which has been handmade by entrant may be displayed. Any entrant who violates this rule will forfeit his space and entrance fee. To safeguard the integrity of our festival, precautions will be taken to ensure that all parameters are met. Commercially made objects that have been embellished such as bottles, boxes, bowls and furniture are not acceptable.

Five current and representative photos of your merchandise - and one photo of your display - must accompany your application. Please label all photos with your name and include a self-addressed stamped envelope if you would like your photos returned. Vendors selling clothing must also send one representative sample of their product. The sample will remain at the Chamber office and will be available for pickup during the festival. We will not accept IMPORTED GOODS! Any entrant who violates this rule will forfeit his space and entrance fee. Unless instructed otherwise, the Festival Committee reserves the right to use submitted photos for promotion of event.

Please Note: Outdoor conditions are present. For safety precautions, all crafters using a 10 x 10 pop up tent for their display must use tent weights at all four corners of their tent. Nearly all spaces are on brick sidewalks so you cannot drive stakes into the ground. Entire display is participant's responsibility (including merchandise, tents, tables, chairs, etc.). There is no overnight security - leaving anything out overnight is not permitted. Entire display must be taken down on Sunday night as the festival grounds are on public sidewalks and in streets. There are approximately 65 crafter spaces available for each festival. Placement is at the sole discretion of the Festival Committee. All crafters will receive their space assignment at check-in on the day of the event. Newburyport merchants located within the festival grounds may participate in the festival selling items that are sold within their stores.

## REGISTRATION INFORMATION

All applications and payment for the **2009 Spring Fest** must be received by **April 24, 2009**.

All applications and payment for the **2009 Fall Harvest Festival** must be received by **September 10, 2009**.

A non-refundable \$20 registration fee must be included with application for participation. Payments may be made by check, MasterCard, Visa or AmexEx. If you are paying by check, please send two separate checks with your application - one check for the \$20 registration fee and one for the entrance fee. If you are paying by credit card, you will be charged in two transactions - one for the \$20 registration fee and one for the entrance fee.

All work is subject to a jury and may be declined at the discretion of the Festival Committee. There is not a specific quota system for each medium, however the festival committee reserves the right to create balance for the show. A notification letter will be sent to all applicants regarding acceptance status. If your craft is not selected, your entrance payment will be returned.

Cancellations: Spring Fest entrance fee will not be refunded unless the Chamber is notified of cancellation by April 24, 2009. Fall Harvest Festival entrance fee will not be refunded unless the Chamber is notified of cancellation by September 10, 2009.

## CONTACT INFORMATION

Pam Marrese, Special Events & Tourism Coordinator: 978-462-6680 x11 or pmarrese@newburyportchamber.org

<b>Non-Refundable Registration Fee</b>		<b>\$20.00</b>
<b>Entrance Fees:</b>		
6' X 10' space - <u>no tent allowed</u>	(6 ft. deep X 10 ft. long X 6 ft. high)	<b>\$150.00</b>
10' X 10' space- tent required	(10 ft. deep X 10 ft. long X 10 ft. high)	<b>\$250.00</b>
Corner Space - tent required	(10 ft. deep X 10 ft. long X 10 ft. high)	<b>\$300.00</b>



Company Name: \_\_\_\_\_

Registrant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street or PO Box

City

State

Zip

Phone: Daytime \_\_\_\_\_ Evening/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

**Craft Information**

1). Please indicate what category your craft falls into (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Ceramics           | <input type="checkbox"/> Photography                                 |
| <input type="checkbox"/> Fiber - wearable   | <input type="checkbox"/> Fine Art                                    |
| <input type="checkbox"/> Fiber - decorative | <input type="checkbox"/> Jewelry Please circle which type of jewelry |
| <input type="checkbox"/> Glass              | <input type="checkbox"/> Metal Smith                                 |
| <input type="checkbox"/> Leather            | <input type="checkbox"/> Glass                                       |
| <input type="checkbox"/> Metal              | <input type="checkbox"/> Beaded                                      |
| <input type="checkbox"/> Mixed Media        | <input type="checkbox"/> Ceramic                                     |
| <input type="checkbox"/> Wood               | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Other _____        |  |

2). Please note both the retail price range, and also the average retail price, of the items you will be selling.  
Range \_\_\_\_\_ Average \_\_\_\_\_

3). Detailed description of merchandise (only items listed may be sold; only hand-crafted items will be accepted):  
Please be specific (even if you have participated in our events)

List any prior participation in our Festivals \_\_\_\_\_

List participation in other Show/Festivals \_\_\_\_\_

**Registration Fee:** A \$20.00 non-refundable registration fee is required with all applications.

**Entrance Fee - please check appropriate box:**

- |  |   |          |
|--|---|----------|
| <input type="checkbox"/> 6 x 10 space - <u>no tent allowed</u> | 6 ft. deep X 10 ft. long X 6 ft. high   | \$150.00 |
| <input type="checkbox"/> 10 x 10 space - tent required         | 10 ft. deep X 10 ft. long X 10 ft. high | \$250.00 |
| <input type="checkbox"/> Corner Space - tent required          | 10 ft. deep X 10 ft. long X 10 ft. high | \$300.00 |
- If a corner space is not available, your \$50.00 fee will be refunded

**Payment Options** (Space cannot be held without payment)

1. Charge my Visa/MC/AmEx: \$20.00 Registration Fee and \$\_\_\_\_\_ Entrance Fee

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_ V-Code (on back of card) \_\_\_\_\_

Billing Address - including Zip Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

2. Two Checks enclosed (registration and entrance fees) made payable to the Greater Newburyport Chamber of Commerce.



**RETURN THIS APPLICATION WITH PAYMENT AND PHOTOS/SAMPLES TO:**  
Newburyport Chamber of Commerce, 38R Merrimac Street, Newburyport, MA 01950  
Attn: Fall Harvest Festival **Application Deadline: September 10, 2009**