

Application Procedures

2019 Old Saybrook Arts & Crafts Festival

1. **Complete, Sign & Mail Application to:**
Old Saybrook Arts & Crafts Festival
P.O. Box 625—Old Saybrook, CT 06475-0625
Must be Postmarked by: 3/8/2019
2. **Send a CD** of four (4) recent works and your booth display. Photo must be of good quality representing work to be exhibited. Label with the artists name, photo number (corresponding to the numbered description on the application). And enclose a photo of yourself in your workspace.
3. **Include two (2) checks with your application:**
\$275.00 Booth fee & \$25.00 non-refundable Application fee payable to the OS Chamber.
4. **Application must include a copy** of your CT Sales Tax Certificate with your tax number. If you don't have a CT tax number, see application information on the reverse.
5. **Applications that are incomplete or incorrect** will NOT be juried until all aspects of the application are completed properly.
6. **Checklist:**
 - ___ Signed and completed application
 - ___ CD of your recent work—**LABEL CD's**
 - ___ Photo of yourself in your workspace
 - ___ 2 checks payable to Old Saybrook Chamber one for booth fee & one for non-refundable application fee
 - ___ CT State Sales Tax ID number

Loading/unloading information will be sent with your acceptance letter. We have limited space available to load/unload and in fairness to all exhibitors, we expect exhibitors to adhere to our policies.

Parking is strictly monitored and those who do not adhere to our regulations, may not be allowed to exhibit in future shows.

We thank you in advance.



**One Main Street, P.O. Box 625
Old Saybrook, CT 06475-0625**



**2019
Exhibitor Application**



July 27 & 28, 2019

**Old Saybrook Chamber of Commerce
One Main Street
P.O. Box 625
Old Saybrook, CT 06475-0625
860.388.3266**

2019 Exhibitor Application Old Saybrook Arts & Crafts Festival

I am applying to the Old Saybrook Arts & Crafts Festival for the right to participate and exhibit in the 56th Annual Festival on Saturday July 27, 2019 and Sunday July 28, 2019.

The undersigned agrees to pay booth and application fees as detailed in the instructions (see back). In consideration of the mutual benefits, I agree to abide by the rules established by the Old Saybrook Arts & Crafts Festival Committee, which I have carefully read.

I understand that the Old Saybrook Arts & Crafts Festival, the town of Old Saybrook and the Old Saybrook Chamber of Commerce are not responsible for any loss, damage or injury to person or property during the Festival.

SIGNATURE: _____ **DATE:** _____

Name _____

Phone _____

Cell Phone _____

Address _____

City _____

State _____ Zip _____

E-Mail Address _____

Website _____

CT Tax ID # _____

Auto Make & Model _____

License Plate # / State _____

RV / trailer size _____

MEDIA (only one Media type per booth):
(Circle the one that best describes your work)

FINE ART

Acrylics

Graphics

Mixed Media

Oils

Pastels

Photography

Sculpture

Watercolors

FINE CRAFT

Ceramics/Pottery

Consumables
(soaps, oils, food products)

Fiber

Glass

Jewelry
(*Limited availability*)

Leather

Metal

Wood

Embellishment
(decorating of pre-made products clothing, furniture found objects)

Description: _____

CD Images with Description/Value

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ (booth display)

Detach Here! Return application and please keep Rules/Regulations for your information

Rules and Regulations for the Old Saybrook Arts & Crafts Festival

- Entries in both art and craft categories will be accepted. Categories will be considered by separate juries.
- There are an estimated 150 exhibitor spaces (15x10 approx) available on our Town Green. **NO** driving allowed on the Town Green.
- All entrants must submit to jury. Prior participation does not guarantee acceptance in this year's show. The goal of the jury is to have a diversified show. One media type | business per booth.
- All work is juried throughout the application process. Please tell us what other shows you have exhibited in and the awards you have won.
- Images required: All artisans must submit five images on a CD. Four (4) must show the work to be exhibited and one (1) of a view of the entire display. In addition, a photo of the artisan in their workspace must be submitted. Please see reverse for details.
- Applications must be postmarked by **3/8/2019** Notifications will be mailed by **4/05/2019** of acceptance or non-acceptance to the festival. No notification by telephone will be given prior to written notification.
- Except for the \$25 application fee, the booth fee will be refunded in full if a written cancellation is received by **5/24/2019** or if you are not accepted. **NO refunds after 5/24/2019.**
- Work must fit into one of the Media categories listed on the application to be considered by the jury.
- All exhibited work **MUST** be original art/craft work of the registered and juried artist or craftsman. Reproductions **MUST** be numbered, signed & clearly labeled as such.
- All decisions made by the Old Saybrook Arts & Crafts jury are final.
- **You may not exhibit work from other artists for resale. You will be asked to leave the festival if you exhibit work from other artists.**
- **Official show time:**
Saturday, 7/27 from 10am - 5pm and Sunday, 7/28 from 10am - 4 pm.
- Set-up time starts at Noon Friday, 7/26. All set-up **MUST** be completed by 10am Saturday. **No exceptions.**
- Absolutely **NO early set-up or tear down.** No set-up before 12 noon on Friday 7/26. No tear down before 4pm on Sunday, 7/28. Exhibitors who leave early may not be allowed to exhibit in future shows.
- Exhibitors may leave booth intact Saturday night. However, with limited security, the Town of Old Saybrook and the Old Saybrook Chamber of Commerce are not responsible for damages or theft.
- Due to the nature of our festival being on the Town Green, space and layout is not an exact science. Spaces will be visibly marked. Locations may change in the final layout.
- Exhibits must be tended by artists at all times. Volunteers available to provide 15 minute "rest breaks" upon request.
- Connecticut State Sales Tax Certificates are required. A copy of your current CT sales tax certificate (with your tax number clearly shown) must be sent with your application. If you haven't received your number but have applied for it, a copy of your sales tax application will hold your space until you forward a copy of your approved certificate. Payment of sales tax is the responsibility of the exhibitor. For CT sales tax information, contact CT Dept of Revenue Services at 800 382-9463 or online at www.ct.gov/drs
- **The Old Saybrook Arts & Crafts Festival has the right to remove an exhibitor at any time, for violation of any of the above rules and/or regulations.**
- **Please be aware that this is an outside event. The show goes on rain or shine. As weather is unpredictable, it is the artist's responsibility to protect of their work.**

Mail application, fees & images to:

Old Saybrook Arts & Crafts Festival
P.O. Box 625
Old Saybrook, CT 06475-0625

For Committee Use Only

Application received: _____

Application Fee received:
_____ \$ _____ Ck# _____

Booth Fee received:
_____ \$ _____ Ck# _____

The Old Saybrook Police Department has the final say in emergency situations.