

# Application Procedures

2018 Old Saybrook Chamber Arts & Crafts Festival

1. **Complete, Sign & Mail Application to:**  
**Old Saybrook Chamber Arts & Crafts Festival**  
**P.O. Box 625—Old Saybrook, CT 06475-0625**  
**Must be Postmarked by: 3/9/2018**
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). In addition, enclose a photo of yourself in your workspace.
3. **Include two (2) checks with your application.**  
\$275.00 Booth fee and \$25.00 non-refundable application fee payable to the Old Saybrook Chamber of Commerce.
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 info 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)

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



**2018**  
**Exhibitor Application**

**55<sup>th</sup>**  
**Annual**



**July 28 & 29, 2018**

**Contact Info:**

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

**[info@oldsaybrookchamber.com](mailto:info@oldsaybrookchamber.com)**

## 2018 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 55th Annual Festival on Saturday July 28, 2018 and Sunday July 29, 2018.

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 \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website \_\_\_\_\_

CT Tax ID # \_\_\_\_\_

Auto Make & Model \_\_\_\_\_

License Plate # & State \_\_\_\_\_

RV / trailer size \_\_\_\_\_

### 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# \_\_\_\_\_

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

#### FINE ART

Acrylics

Graphics

Mixed Media

Oils

Photography

Sculpture

Watercolors

#### FINE CRAFT

Ceramics/Pottery

Consumables  
(soaps, oils, food products)

Fiber

Glass

Leather

Jewelry  
(Limited availability)

Metal

Wood

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

Describe your work: \_\_\_\_\_

#### CD Images with Description/Values:

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 approximately 150 exhibitor spaces (15x10 approx) available on our town green. **NO** driving and **NO** alcohol is allowed on our 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 **3/9/2018**. Notifications will be mailed by **4/6/2018** 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 5/25/2018 or if you are not accepted. **NO refunds after 5/25/2018.**
- 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, 7/28 - 10:00 am to 5:00 pm & Sunday, 7/29 - 10:00 am to 4:00 pm.
- Set-up time starts at **Noon** Friday, 7/27. All set-up **MUST** be completed by 10:00am Saturday. **No exceptions.**
- Absolutely **NO early set-up or tear down**. No set-up before 12 noon on Friday 7/27. No tear down before 4 pm on Sunday, 7/29. 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.**

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