

RULES and GENERAL INFORMATION
ST. DAVID'S 11th ANNUAL 2019 AUTUMN CRAFT FAIR
231 Main Street, Rt. 97, Salem, NH 03079
Saturday Sept. 21, 9 a.m. - 4 p.m. & Sunday Sept. 22, 9 a.m. – 3 p.m.

CRAFTER LIAISON: [Please note updated contact information below for Lynne Clarke]

Lynn Clarke – **PHONE:** (603)_893-0342 **EMAIL:** office@stdavidsalemnh.org

CHURCH WEBPAGE: <http://www.stdavidsalemnh.org>

MAXIMUM NUMBER OF OUTDOOR BOOTHS: 45

SPACES & FEES: Outdoor booths: 10 ft. X 10 ft. no electricity. Four indoor spaces with electricity are available on a first come basis. \$90 booth rental fee for 2-day event

PAYMENTS & DISCOUNTS: Full payment with any application **must** be postmarked by **August 30, 2019**. If you send your full payment and application postmarked by **July 1, 2019**, you can take an Early Payment Discount of \$10. All fees are non-refundable. There will be a \$25 fee for any returned check.

PLEASE MAKE CHECKS PAYABLE TO: St. David's Episcopal Church

MAIL APPLICATIONS & CHECKS TO: St. David's Episcopal Church

Attn: Lynn Clarke, Craft Fair

231 Main Street, Salem NH 03079

PLEASE NOTE: Participating crafters will receive a \$10 rebate on the day of the fair for each new accepted participating crafter they referred to the fair. To refer a new crafter, please phone or email the crafter's contact information to Lynn Clarke.

THIS IS A JURIED FAIR.

NO ADMISSION FEE for shoppers.

ADVERTISING: We advertise the fair in local newspapers, local cable TV, and internet websites, posted flyers in stores, directional signs along all major routes into town and main streets in Salem. Crafters will receive a fair flyer that we hope they will post in their local area. We are part of the Salem Fest activities on that weekend, which are also highly publicized.

WEBSITE: See our website for craft fair application, fair rules, directions and hotel information.

CONTINENTAL BREAKFAST & LUNCH: Our St. David's G&G Café offers coffee, donuts and muffins for breakfast. For lunch we have meatball subs, vegetarian chili, chowder, hot dogs, wraps and homemade apple pie. Prices are very reasonable.

- All crafters receive a bottomless cup of coffee or tea.
- Each booth will receive a \$5 food coupon, good in our café.
- St. David's helpers can take your food orders and deliver them to your booth.
- A St. David's member can stay at your booth for quick breaks if you are alone.

DRY RV PARKING IS AVAILABLE within sight of the church at the Municipal Office Building (MOB) parking lot from Friday, Sept. 21st @ 6 p.m. through Sunday, Sept. 22. Shuttle service between the MOB lot and the church will be provided on Saturday. This is the only sanctioned parking area for crafters.

BOOTH SET-UP: Awnings/tents may be set up on Friday evening Sept. 21, 6 - 7p.m. No security will be provided on Friday night. Set-up will begin at 6 a.m. on Sat., Sept. 21. All booths must be set-up by 9 a.m. All vehicles must be parked at the MOB lot by 8:30 a.m.

BOOTH SET-UP PROCEDURE: Crafters enter at the side driveway and will be directed to their space. Crafters will have 10 minutes maximum to unload their vehicles. Crafters **MUST** park vehicles in the MOB lot before booth set-up begins in order to maintain optimal safety for all. St. David's members will be available to help crafters unload and monitor their booth space while the

vehicle is being parked. Crafters arriving after 8:30 a.m. may forfeit their space. When all booths are set up, the fair organizers may elect to open the fair a few minutes early.

SECURITY PROVIDED: Saturday Sept. 21 at 4 p.m. through Sunday Sept. 22 at 9 a.m. All craft items must be covered or out of sight.

RULES:

- (1) Photographs of each type of craft and one photo of an overall display must accompany this application. Photos should have your name and address on the back. Photos will be returned to you in your craft fair packet folder at the beginning of the fair. Please include a business card, if you have one.**
- (2) A description of each craft type is to be printed, signed and dated, and sent with the application form. Match a number on each photo to the same number on the description page.**
- (3) Each booth may display up to three categories of crafts, which must be listed on the application.**
- (4) You may share your booth with one other crafter. This crafter must also complete an application form. There is no additional fee for sharing your booth. Crafters can share a combined total of 3 craft categories for their booth.**
- (5) Each craft category will be limited in proportion to the total number of crafters.**
- (6) Booths will be evenly spaced and assigned with as much distance between similar type crafts as possible.**
- (7) Crafts must be handmade by crafters, their partners, or their family. Prints of the crafter/artist's own original works are permitted.**
- (8) Absolutely no imports may be displayed or sold. Items deemed inappropriate by the Craft Fair Screening Committee must be removed from display or the crafter will be expected to cease selling.**
- (9) Only handmade kits may be displayed or sold. No commercially packaged kits may be sold or displayed.**
- (10) Crafters must provide their own equipment, including tables, chairs, canopy, etc. Tent weights are required and must be provided by crafters to secure their tents.**
- (11) Tables must be covered to the ground/floor on all publicly viewed sides. All boxes must be out of sight.**
- (12) Please maintain and leave your booth area clean and tidy.**
- (13) Ready-to-eat food may only be sold by St. David's parishioners. Free tasting is permitted for crafters selling canned goods, spice mixes, honey, maple syrup, etc.**
- (14) Breakdown may not start until 3 p.m. on Sunday, and booths may not be left unattended until then. All crafters are expected to exhibit for the entire 2-day fair.**
- (15) Your acceptance letter will be emailed to you, within two weeks after your application is received and approved. You will also be emailed a 2019 Craft Fair Flyer at this time. If you prefer your acceptance letter mailed or you do not have an email address, please submit a self addressed stamped envelope when you submit your application.**
- (16) This is an outdoor fair. There are no cancellations or rescheduling due to weather conditions. There are no refunds for a crafter's cancellation.**
- (17) No babysitting is provided. Any child who attends must stay in the booth area or be accompanied by a responsible adult.**
- (18) Smoking is permitted only in designated areas.**
- (19) Crafters are responsible for their own liability insurance and sales tax compliance.**

