NEWTOWN UNITED METHODIST CHURCH
92 Church Hill Road, Sandy Hook, CT 06482
http://thefair.numc.us
TheFair@NUMC.us
Church Office 203-426-9998
Fax 203-426-0865

Rev. Mel Kawakami, Pastor

Dear Crafter,

The annual Newtown United Methodist Church Fall Arts and Craft Fair will be held on Saturday, October 15, 2016, from 10:00 a.m. to 4:00 p.m. We are pleased to announce that this year's juried craft fair will again be at the Reed Intermediate School in Newtown, CT. The Reed Intermediate School is conveniently located off of exit 11, halfway between routes 34 and 25.

If you are interested in participating, please complete the attached application form **as soon as possible** to secure a booth space.

All work must be handmade. A jury will select approximately 35 exhibitors for the show. The jury process will begin in March. **Applications are reviewed in the order that they are received**. Applicants will be notified after review.

2015 was our tenth year at this venue and was very successful, drawing over 1,000 attendees. We're confident that this year's attendance will be as strong. We look forward to receiving your application. If you have any questions or desire additional information, feel free to contact the church office at (203) 426-9998, or Colleen at charcollcox@charter.net. Additionally, applications and pictures of the Reed Intermediate School can be obtained at http://thefair.numc.us.

Sincerely,

NUMC Craft Fair Committee

Attachments

NUMC Fall Arts and Crafts Fair
October 15, 2016
10:00 a.m. – 4:00 p.m.

APPLICATION PROCEDURES

It is extremely important that you fill in the application **completely**. For jurying purposes, we need a concise description of your work, e.g., "hand-painted stoneware," "cotton or silk clothing," "turned wooden bowls." It is essential that you describe your work thoroughly. Any details of your arts and crafts would be beneficial. Please also note high, low and average price range of items intended for exhibition.

Three (3) pictures displaying crafts for exhibition must be provided for jurying. Material, size and **actual price** of crafts shown on the pictures must be referenced. **The pictures should be proportionally representative of the work you plan to exhibit and the various price ranges of your crafts**. In addition, one (1) booth picture must be provided for a total of four pictures. Applications will not be juried until all four (4) pictures are received. Pictures can be emailed to TheFair@NUMC.us. If you email your pictures, please make certain that you include your name and a description of material, size and price in the email for each picture. Please make a notation on the application that your pictures have been emailed. Due to the importance of the pictures, please make certain the pictures are of a good quality. If you mail your pictures, please number them 1 - 4, write both your name and business name on each one and indicate the top, front position. A self-addressed stamped envelope with the correct amount of postage must be included with the application if you wish to have your pictures returned. NUMC is not responsible for pictures sent without adequate postage or an incorrect return address. Please do not send samples, as they will be returned unopened.

Please complete the application and mail to NUMC. If selected, you will be required to sign and return an exhibition contract and a **non-refundable** booth fee ($90 per booth) dependent upon the number of booths contracted for.

INSTRUCTION CHECKLIST

1. Complete application.
2. Label and enclose three (3) pictures displaying crafts with your name and business name.
3. Label and enclose one (1) booth picture with your name and business name (all pictures may be emailed in jpeg format).
4. Enclose a self-addressed envelope with the correct amount of return postage if you wish to have mailed pictures returned.
5. Please mail application as soon as possible to:

Fall Arts & Crafts Fair Chair
Newtown United Methodist Church
92 Church Hill Road
Sandy Hook, CT 06482

NUMC Fall Arts and Crafts Fair

Details

Booths: Approximately 9' x 12' All crafters must provide their own tables and chairs.

Booth Fees: Standard booth - $90; Corner booth $25 extra

Advertising: Our fair is an annual event that is extensively advertised in regional and local newspapers, cable TV, radio and on the internet..

Show set up: Saturday, October 15 – 7:30 a.m. – 10:00 (anyone not checked in by 9:30 is subject to forfeit of their space without refund.)

No soliciting literature! Literature can only be distributed in your customer bags, not on your display. We have the right to remove any offensive product.

Electricity: Available if applied for (bring your own cords and duct tape) $25 extra, maximum 200 watts.

Rain Date: No show will be canceled or rescheduled because of inclement weather (unless otherwise indicated).

Tax number: A tax number is required. Crafters must have a valid CT state sales tax permit and accept responsibility for remittance of all CT sales tax for any sales made at the NUMC craft fair. Forms can be obtained at www.ct.gov/drs

Liability: Each participant exhibits at his/her own risk. Neither the NUMC nor Reed Intermediate School is responsible for damage, theft, or loss of any kind.

Refunds & Acceptance: Once accepted, all fees are non-refundable. Upon acceptance you will receive a confirmation and directions. If for any reason you cannot make a show please call the church office at 203-426-9998. If no one is available, please leave a message.

Misc: Please leave your area the way you found it. There are no attachments allowed to any walls, fixtures, curtains etc... No pets allowed.

Parking: Vehicles cannot remain in the entrance; they must be moved to the parking lot in the back of the school after you unload. We ask that you unload, move your vehicle, and then set up so others may be able to do the same. All crafts people must park in the parking lot in the back of the school after unloading.

SPECIAL REQUESTS: Write on application. We will try our best.

IMPORTANT - NO PARKING IN FIRE LANES.

Reed Intermediate School

3 Trades Lane
Newtown, CT
Exit 11 off of Rt. 84

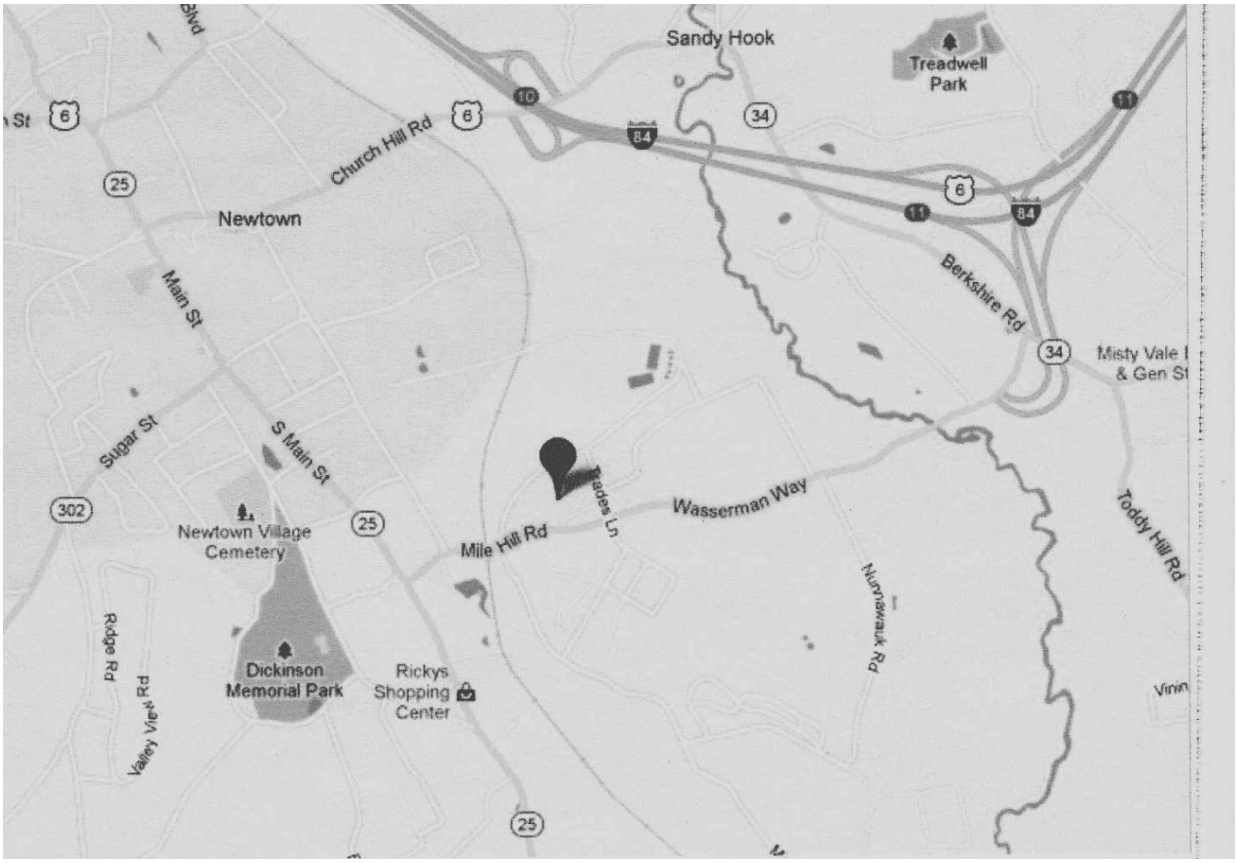
DRIVING DIRECTIONS to REED INTERMEDIATE SCHOOL

From I-84:
From I-84 East/West take exit number 11, towards NEWTOWN/SANDY HOOK. Turn LEFT onto WASSERMAN WAY. At first stop light make RIGHT onto TRADES LANE. Reed Intermediate School is on the left.

From I-95:
Take the CT-25/CT-8 exit, number 27A, towards TRUMBULL/WATERBURY. Merge onto COLONEL HENRY MUCCI HWY. Take CT-25 N towards CT-15 S/TRUMBULL/DANBURY. Merge onto CT-25 N. Turn RIGHT onto MILE HILL ROAD. At first stop light make LEFT onto TRADES LANE. Reed Intermediate School is on the left.

From New Haven and points East:
Take Route 34 West into Newtown. Make a left turn onto WASSERMAN WAY. At first stop light make a right onto TRADES LANE. Reed Intermediate School is on the left.

Map:



NUMC Fall Arts & Craft Fair

Saturday, October 15th, 2016

2016 Application

CRAFTSPERSON(S):

BUSINESS NAME:

MAILING ADDR:

PHONE/CELL: CT TAX#

E-MAIL: WEBSITE:

CHECK MEDIA

Basketry		Clay		Collectibles		Dolls		Fiber/Fabric		Folk Art	
Food		Glass		Herbs/Flowers		Jewelry		Lawn Art		Metal	
Mixed Media		Ornaments		Photography		Prints/Paper		Soap		Toys	
Wearables		Wood		Other							

DESCRIPTION OF WORK:

AVG $ PRICE RANGE - LOW TO HIGH $

NUMBER PICTURES & DECRIBE (NOTE MATERIAL, SIZE, & PRICE):

Booth Picture: (date of picture)

LIST CRAFT SHOWS, GALLERIES, OR SHOPS WHERE YOUR WORK CAN BE SEEN:

Enclosed is $90.00 per 9' x 12' booth fee ***(optional when applying but due with signed contract)***

I require electricity $25 extra

I require a corner booth $25 extra (subject to availability)

I have read the application procedures and I agree to abide by all described therein.

Signature:

Mail to: Newtown United Methodist Church, Craft Fair
92 Church Hill Road, Sandy Hook, CT 06482
Or Email to: charcollcox@charter.net

NUMC USE ONLY:

Application#	Check#	Amount	Special Requests	Date Rec'd