



**NEWTOWN UNITED METHODIST CHURCH**  
**92 Church Hill Road, Sandy Hook, CT 06482**

<http://thefair.numc.us>

[TheFair@NUMC.us](mailto:TheFair@NUMC.us)

**Church Office 203-426-9998**

**Fax 203-426-0865**

*Rev. Lori Miller, Pastor*

Dear Crafter,

The annual Newtown United Methodist Church Fall Arts and Craft Fair will be held on Saturday, October 14, 2017, 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. PLEASE NOTE: this year we will offer a limited number of half-sized (9 X 6) interior booths (i.e. corner and wall booths will only be offer at the full 9 X 12 size). Half sized booths may work better for those crafters who do not have large exhibits displays.

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.

2016 was our eleventh 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](mailto: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 14, 2017**  
**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](mailto: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 or email to [charcollcox@charter.net](mailto:charcollcox@charter.net). If selected, you will be required to sign and return an exhibition contract and a **non-refundable** booth fee, dependent upon the number of booths and size 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 and pictures as soon as possible to:

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

Or

Email to Colleen

[charcollcox@charter.net](mailto:charcollcox@charter.net)

# NUMC Fall Arts and Crafts Fair

## Details

**Booths:** Approximately 9' x 12 for full booth or 9' X 6' for a half-booth. The 9' is facing the aisle. **All crafters must provide their own tables and chairs.**

**Booth Fees:** Full booth - \$90; Half booth \$60, Corner booth \$25 extra, Electricity \$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 14 – 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) \$25 extra, maximum 200 watts. Please bring your own extension cords or power strips.

**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](http://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 call (203) 300-1764.

**Misc:** Please leave your area the way you found it. There are no attachments allowed to any walls, fixtures, curtains etc... **NO DUCT TAPE IS ALLOWED ON THE FLOOR** 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.

## 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:***

