

Exhibitor Application for Registration and Agreement

Application is made to the Old Saybrook Arts & Crafts Festival for the right to participate and exhibit in the July 24 and 25, 2010 festival. The undersigned agrees to pay booth and application fee as detailed in the instructions (see back). In consideration of the mutual benefits, I agree to abide by rules established by the Old Saybrook Arts & Crafts Festival committee which I have carefully read. I understand that the Old Saybrook Arts & Crafts Festival will not be responsible for any loss, damage or injury to person or property during the festival.

NAME _____

PHONE _____ FAX _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

E-MAIL ADDRESS _____

WEB SITE _____

CT TAX ID # _____

AUTO MAKE & MODEL _____ LICENSE PLATE # & STATE _____

FOR COMMITTEE USE ONLY

Application Received: _____

Application Fee Received: _____ \$ _____ Ck # _____

Booth Fee Received: _____

Media:

(Choose one that best describes the work you are entering)

Fine Art

- Acrylics
- Graphics
- Mixed Media
- Oils
- Pastels
- Photography
- Sculpture
- Watercolors

Fine Craft

- Ceramics/Pottery
- Fiber
- Glass
- Jewelry
- Leather
- Metal
- Wood
- Embellishment-

decorating of pre-made product, clothing, furniture, found objects.

Description: _____

Description of images on CD or slides:

(see reverse on how to label slides)

1 _____ \$ _____

2 _____ \$ _____

3 _____ \$ _____

4 _____ \$ _____

5 (Booth Display) _____

SIGNATURE _____

MAIL TO:

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

detach here

Rules and Regulations of the Old Saybrook Arts & Crafts Festival

- Entries in both art and craft categories will be accepted. Categories will be in segregated display areas and will be considered by separate juries.
- There are an estimated 160 exhibitor spaces available.
- 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.
- All work is juried throughout the application process and in the order in which the applications are received.
- All applications must be postmarked or hand delivered by February 26, 2010. Applications postmarked after this date will be reviewed on a space only basis. Absolutely no entries will be accepted for jury after March 12, 2010.
- Notification will be mailed by April 16, 2010 of acceptance or non-acceptance to the festival. No notification by telephone will be given prior to written notification.
- Except for a \$25 application fee, the booth fee will be refunded in full if a written cancellation is received by May 31, 2010 or if you are not selected. Cancellations after this date will NOT be refunded.
- All exhibited work MUST be original art/craft work of the registered and juried artist and craftsman. Reproductions MUST be numbered and signed and clearly labeled as such. Exhibitors will be asked to leave if not in compliance of these rules and will not be invited back.
- Work must fit into one of the Media categories on the application to be considered by the jury.
- You may not exhibit work purchased from other artists for resale.
- Official show time is Saturday, July 24, from 10:00 am to 5:00 pm and Sunday, July 25, from 10:00 am to 4:00 pm
- Setup time is from 12:00 pm until 5:00 pm on Friday, July 23. All setup must be completed by 10:00 am Saturday. No exceptions.
- Absolutely no early setup. There will be no setup before noon on July 23 and tear-down before 4:00 pm on July 25. There is no driving allowed on the Town Green.
- Exhibitors may leave booths intact Saturday night. However, with limited security, the Town of Old Saybrook and the Old Saybrook Chamber of Commerce are not responsible for damage or theft.
- Each participant is pre-assigned an approximate 15' x 10' space. Racks and tents must be able to withstand crowds and winds.
- Due to the nature of a town green show, space and layout is not an exact science. Spaces will be visibly marked. Locations may change in the final layout.
- Exhibits must be tended to by artists at all times. Committee volunteers are available to provide 15 minute "rest breaks" depending on demand.
- Please be aware this is an outside event. The show goes on rain or shine. As weather is unpredictable it is the artist's responsibility for the protection of their work. The Old Saybrook Police Department have final say in emergency situations.
- Decisions made by Old Saybrook Arts & Crafts Festival chairpersons in regard to jury selection, awards and space allocations are final.
- Connecticut Sales Tax Certificate required: A copy of your current Connecticut Sales Tax Certificate (with clear tax number shown) must be sent with your application. If you have not received your number, but have applied for it, a copy of the sales tax certificate application will hold your space until you forward the copy of your Connecticut Sales Tax Certificate to us. Payment of sales tax is the responsibility of the exhibitor. For Connecticut State tax information contact: Connecticut Department of Revenue Services, 25 Sigourney Street, Hartford, CT 06106 or call 800-382-9463 or go online to www.ct.gov/drs then click "on-line registration".
- Images required: all artisans must submit five (5) slides and/or images on CD. CDs are preferred. Four (4) must show the work to be exhibited and one (1) must be a view of the entire display. In addition, all artisans must submit a photo of themselves in their workspace. Slides should be labeled with your name and address and numbered to match the description in the space provided on the application. Please mark "TOP" clearly. Please also include photographs of your artisan work space.
- Include a self-addressed stamped envelope, with the appropriate postage, to return your CD/slides.
- 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 regulations.

Application Procedures for the Old Saybrook Arts & Crafts Festival

1 Complete and sign application. Return to:
Old Saybrook Arts & Crafts Festival
P.O. Box 625
Old Saybrook, CT 06475-0625

Postmarked:
By February 26, 2010 for early rates
By March 12, 2010 for standard rates

2 Send a CD of four recent works or **FIVE (5) 35 mm slides** and your booth display. Photos must be of good quality representing work to be exhibited. Label each slide with artist's name, slide number (corresponding to the numbered description on the application) and indication of the top. In addition, include a photo of yourself in your workspace.

3 CD/Slides will be returned only if you enclose a self addressed envelope with appropriate postage with your application.

4 Include TWO CHECKS with your application. A booth fee and a nonrefundable application fee payable to Old Saybrook Chamber of Commerce according to the following guidelines:

With Entry Postmarked	Booth Fee of	Application Fee of
On or before February 26	\$240.00	\$25.00
After February 26 & before March 12	\$260.00	\$25.00

Applications received after March 12, 2010 will be accepted on a space only basis

5 Applications must include a copy of your Connecticut Sales Tax Certificate with the tax number clear. If you do not have a tax number see how to apply for one in the Rules and Regulations on the reverse.

6 Applications that are incomplete or incorrect will NOT be juried until all aspects of the application are completed properly.

Checklist:

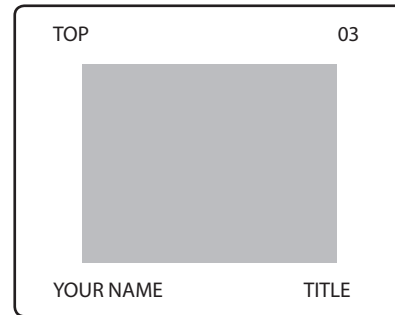
- Signed and completed application
- CD or slides of your recent work
- Photo of yourself in your workspace
- If you would like your CD/slides returned, please include a self-addressed envelope with proper postage.
- 2 checks (made out to Old Saybrook Chamber of Commerce) for Booth fee and non-refundable Application fee.
- Connecticut State Tax Id Number

Label CDs:

Please title PDF files on the CD.

Label slides:

Please clearly mark the top, slide number (corresponding to the numbered description on the application) and your name on each slide.



Example: Studio Space
Artist Photo
Outdoor Exhibitor Photo



P.O. Box 625
Old Saybrook, CT 06475-0625

EXHIBITOR APPLICATION

47th Annual



July 24 and 25, 2010



One Main Street, P.O. Box 625
Old Saybrook, CT 06475-0625
p: 860.388.3266 f: 860.388.9433
e: info@oldsaybrookchamber.com