

COGINCHAUG REGIONAL HIGH SCHOOL MUSIC DEPARTMENT

45th Annual Holiday Craft Fair

Dear Crafter,

The CRHS POPS booster group will be sponsoring Coginchaug's 45th Annual Craft Fair on Saturday, November 5, 2022, at Coginchaug Regional High School from 10:00AM to 3:00PM.

This is a juried event. We accept a wide variety of artisans, making this show a success every year with over 50 participants. The net proceeds from this event benefits the music department at Coginchaug Regional High School, which serves the communities of Durham and Middlefield.

Please look over our Event Details and read our Show Rules carefully. If you are still interested in participating, fill out the application and submit it to:

Erica Fisher ATTN: Craft Fair
Coginchaug Regional High School
135 Pickett Lane
Durham, CT 06422

If we have an opening in your category, once your confirmation letter has been emailed to you, you will have two weeks to submit your fee and secure your spot. If we do not receive your fee by the deadline date, we will have to release your spot to a vendor on the waiting list.

Vendors on the waiting list will be notified as soon as we are made aware of an opening. We will keep all applications on file indefinitely.

If you have any questions, please email us at crhs pops@gmail.com . Thank you for your interest in being a part of our annual craft fair.

Sincerely,
Erica Fisher- CRHS POPS Craft Fair Chair

CRHS Holiday Craft Fair Details

(Please keep for your records)

- Date:** The first Saturday in November, **Saturday, November 5, 2022**
- Location:** Coginchaug Regional High School, 135 Pickett Lane, Durham, CT 06422
- Set- Up:** Doors open at **7:30 a.m.** Crafters are respectfully requested not to enter the school until that time. Participants are asked to check in at the designated table in the lobby by 9:30.
- Space:** **Approximately 10' across x 9'deep.** Either in the gymnasium or cafeteria. Your entire display should be confined to your own area. Requests for specific spaces will be considered, however there are no guarantees and the committee reserves the right to assign spaces as necessary to ensure a well-balanced and successful show.
- Event Hours:** **10:00-3:00.** The fair will take place rain or shine except in extreme weather conditions. If weather conditions necessitate a cancellation, a decision will be made by 7:00 A.M.
- Dismantling Time:** 3:00-5:00. No packing up or dismantling until 3:00. Anyone dismantling before 3:00 will not be asked back.
- Entry Fee:** **\$75** single space + Item for our raffle

Qualifications: This is a **juried** craft show. All items must be personally crafted. - no imported items, manufactured items, or pre-made kits allowed. We will limit the number of crafts in each category in order to have a well-balanced show. The committee reserves the right to reject participants on the morning of the show if the craft items do not abide by the rules of the show or were not listed on the application

Unless you are strictly a jewelry exhibitor, you may not bring jewelry to sell in addition to your items. Jewelry is a very popular category, and in order to make it fair for everyone, no jewelry will be allowed in the show unless indicated on your application

Deadlines:

- April 1 Applications will be posted on www.crhspops.weebly.com and www.facebook.com/crhspopsmusic
- May 20 Applications Due** (must be postmarked by May 15)
- June 1-8 Jurying Committee will meet
- June 15 Confirmation letters will be sent via email
- July 1 Entry Fee Due (must be postmarked by July 1)
- *** Applications will be accepted until the show is full

Requirements: We reserve the right to accept or reject your application

- Complete application and submit with at least 4 photos of your craft (photos may be emailed)
- **DO NOT send money at this time**
- Each exhibitor is responsible for their own sales tax
- Tables, chairs, and set-ups **MUST** be padded to avoid scratching the gym/cafeteria floor.

Facilities:

- You must bring your own table(s) and extension cord (if needed) *Only light-tack painter's tape is allowed to tape cords to the floor- Absolutely NO duct tape!*
- 2 chairs will be provided
- Limited electrical outlets are available; please request on application
- Student and parent helpers will be available to assist with unloading products if you would like the help. They will also be available to take/deliver lunch orders as well as provide bathroom breaks.

Cancellation:

In the event an applicant has been accepted as an exhibitor in the fair but then wishes to cancel, the following will apply: Cancellation must be in writing. If a cancellation is made more than thirty days prior to the fair, the exhibitor will receive back the space fee. Cancellations made thirty days or less prior to the fair will result in the forfeiture of the exhibitor's space fee.

Communication:

By Email: crhspops@gmail.com

By Mail: Erica Fisher ATTN: Craft Fair
Coginchaug Regional High School
135 Pickett Lane
Durham, CT 06422

Facebook: facebook.com/crhspopsmusic
(We will be creating a shareable event)

Website: www.crhspops.weebly.com
(This is not updated as often)

Promotion:

We promote our event in a variety of ways including: social media, newspapers, signs, and posters. A vendor location map will be provided to fair attendees. We will post event updates on facebook.com/crhspopsmusic and www.crhspops.weebly.com. We would appreciate if all exhibitors could help promote our event as well.

Rules and Regulations

Your signature on the application for space signifies that you have read these regulations, and agree to comply with them.

- I agree to abide by the rules set forth by the Regional School District #13 and the sponsoring organizations; its representatives and volunteers whether those rules are written or otherwise.
- I agree to be responsible for my own safety and will hold harmless from liability Regional School District #13 and its staff and students, the CRHS POPS booster organization, members or volunteers, Coginchaug Regional High School or the Board of Education for an injury, loss or damage that may occur to myself, others who assist or accompany me, or to my property, from any cause whatsoever.
- I understand that there is no other specified cost except the entry fee charged to me for entering this event and the value of the raffle item.
- I agree to not disassemble my exhibit prior to 3:00PM.
- I agree to remove all material (trash, etc.) from my display by 5:00PM.
- I agree that my set up and display will not damage Coginchaug Regional High School property and that I will leave the space in the condition in which I found it.
- I state that the items I will be displaying belong to me and were described on my application.
- I understand that the Craft Fair Chair reserves the right to ask you to remove items that have not been stated in your application.
- I agree to CRHS POPS use of image(s) of me or my crafts only to promote CRHS POPS events in the future.
- I agree that I will be responsible for my own accounting of sales and any collection of sales taxes to be paid.
- If I am unable to participate on the day of the show, I will notify the Craft Fair Chair as soon as possible. I understand that failure to do so will result in my no longer being able to participate in future events.

I have read the above agreement and consent to display my craft works according to these parameters.

CRHS Craft Fair Application

45th Annual Holiday Craft Fair

Individual Name(s)	
Business Name	
Mailing Address	
Phone #	
Email Address	
CT Tax ID #	
Have you participated in our event in the past?	Yes _____ No _____
Craft Category	<input type="checkbox"/> Candles <input type="checkbox"/> Furniture <input type="checkbox"/> Art (Painting, Drawing, Printmaking) <input type="checkbox"/> Fabric <input type="checkbox"/> Jewelry <input type="checkbox"/> Decorations (ornaments, wreaths) <input type="checkbox"/> Fiber <input type="checkbox"/> Leather <input type="checkbox"/> Bath Products <input type="checkbox"/> Food <input type="checkbox"/> Wood <input type="checkbox"/> Glass/Metal <input type="checkbox"/> Florals <input type="checkbox"/> Photography <input type="checkbox"/> Pottery/Clay <input type="checkbox"/> Pets <input type="checkbox"/> Other: _____
Price Range	\$ _____ → \$ _____
# of photos included/emailed	# _____ <i>* Photos will be kept on file and will not be returned.</i>

<p>Complete description of craft/art medium to be sold.</p> <p>A description will be posted on our website- tell us what makes your items unique!</p>	
<p><u>Social Media:</u> Website/Etsy Facebook Instagram Twitter</p>	
<p>Booth Size * DO NOT send a check at this time</p>	<p>Single (\$75) _____ Double (\$125) _____</p> <p><i>* Note: Extension cords may be necessary. Please provide your own. Only light-tack painter's tape is allowed to tape cords to the floor.</i></p>
<p>Electrical Outlet</p>	<p>Yes _____ No _____</p>
<p>Special Request or Comment ie. Wall space, corner space, vendor you'd like to be near, etc.</p>	
<p>Interest in purchasing breakfast or lunch?</p>	<p>Yes - breakfast _____ Yes - lunch _____</p> <p>No- breakfast _____ No - lunch _____</p>

Signature _____

Date _____