



ARTS & CRAFTS SHOW APPLICATION

Please refer to SHOW INFORMATION & REQUIREMENTS before completing this application.
 Electronically fillable form available at www.CelebrateWestHartford.com

NEW Jury Deadlines: February 1 & March 1

Name: _____ Business Name: _____
 Street: _____ City: _____ ST: _____ Zip: _____
 Day Phone: _____ Cell: _____ Email: _____
 CT State Tax Number (required): _____ Check here if application is pending. See "Sales Tax" info on INFORMATION & REQUIREMENTS

MEDIA / CATEGORY ~ Check only one

Fine Arts/Graphics Glass Jewelry Leather Metal Mixed Media Photography Pottery Textiles Wood
 Other _____ Provide a **one or two word description** of your work for the Event Program: _____
 (e.g., metal sculpture or landscape photography)

IMAGES of WORK ~ Requirements: **One image of booth display and three images of work** to be sold.

	\$		
Description of Work		Price Range	Medium, Materials, Techniques

Emailed (Please include "CWH" and your FULL NAME in SUBJECT LINE)
 Enclosed Check here if you DO NOT want your images reproduced and credited in publicity materials.

SPACE REQUEST ~ Indicate preference with 1st & 2nd ranking. Corner spaces are limited and will be assigned on a first-come, first-served basis. Overpayments will be returned.

STANDARD: ___ 10 x 10' (\$250) ___ 10 x 20' (\$500)
 CORNER: ___ 10 x 10' (\$300) ___ 10 x 15' (\$425) ___ 10 x 20' (\$550)

Please indicate any special needs or requests: _____

PAYMENT INFO

Check or Money Order # _____ Payable to **Town of West Hartford**. Must accompany application and may not be post-dated.
 Credit Card — Only VISA and MasterCard accepted. Name on Card: _____
 Card Number: _____ Exp: _____ CSV: _____
 Billing Street: _____ City: _____ ST: _____ Zip: _____

PARKING ~ Parking will be assigned in lots adjacent to show. Handicap spaces are reserved for vehicles with handicap permit (must be displayed in front window).

MAKE & MODEL	LICENSE PLATE STATE & #										
1.) _____	_____	<input type="checkbox"/>	Auto/SUV	<input type="checkbox"/>	Van/Truck	<input type="checkbox"/>	RV/Camper	<input type="checkbox"/>	Handicap	<input type="checkbox"/>	Trailer (length) _____
2.) _____	_____	<input type="checkbox"/>	Auto/SUV	<input type="checkbox"/>	Van/Truck	<input type="checkbox"/>	RV/Camper	<input type="checkbox"/>	Handicap	<input type="checkbox"/>	Trailer (length) _____

LIABILITY WAIVER: I bring to, keep and remove my property (including but not limited to, goods, tables, tents, vehicles, trailers or RVs) from the event at my sole risk. I knowingly, intelligently and voluntarily assume sole responsibility for me, my property, and persons working for or volunteering on my behalf. I shall hold harmless the Town of West Hartford, its officials, officers, agents, employees, representatives and sponsors, for all liabilities as a result of any action, claim, costs, damages, judgments, litigation costs, attorneys' fees, penalties or fees for bodily injury and property damage sustained by any person or concern caused in whole or in part by me, my goods and services, and persons working for or volunteering on my behalf at this event.

I understand and accept all the terms and conditions in this Agreement. _____
Signature & Date

APPLICATION SUBMISSION

Email to: BarbaraB@WestHartfordCT.gov - **Must include "CWH" and Your Full Name in Subject Line**
 Mail to: Celebrate! West Hartford ~ Arts & Crafts
 50 South Main Street, Room 128
 West Hartford, CT 06107
 Questions: Barbara Belmont ~ BarbaraB@WestHartfordCT.gov | 860-561-7515 | CelebrateWestHartford.com

HOW DID YOU HEAR ABOUT Celebrate! West Hartford?

Application in the mail or email
 Friend
 Print ad or listing in magazine
 Web search
 Other: _____



ARTS & CRAFTS SHOW

INFORMATION & REQUIREMENTS

June 6 & 7, 2020

Saturday: 10 AM — 6 PM | Sunday: Noon — 6 PM

Rain or shine | **Jury Deadlines: February 1 & March 1**

Qualified artisans are invited to apply to the Celebrate! West Hartford Arts & Crafts Show held on the beautiful Town Hall Common in West Hartford, Connecticut. The Arts & Crafts Show is a main focus of Celebrate! West Hartford, a two-day town event featuring musical entertainment, amusements, sponsor and community booths, and a large food court. It features the original work of more than 160 master artists and crafters, and nearly 40,000 people attend each year. The juried show prides itself on its creative mixture of long-term exhibitors with devoted followers and newly accepted artisans showcasing their work to our supportive community.

*Please read the information below carefully and make special note of the **NEW jury deadlines**.*

QUALIFICATIONS: Exhibitors are accepted based on the originality and quality of their workmanship, the appropriateness of their products for this market, and the availability of space within specific arts and crafts categories. Only the original work of the participating exhibitor may be sold. Imports, works made from kits of any kind, manufactured articles, wholesale goods and food items of any kind are excluded. Health/beauty product applications must include a copy of your State of CT License. Sale or exhibit of items not listed on the application form will not be allowed.

JURY: **NEW deadlines are February 1 and March 1.** There is no jury fee. Applications not accepted will receive refunded space fees. Once a category is full, applications will continue to be juried, and approved applications will be placed on a waiting list. Participation in a prior year's show does not guarantee acceptance for the current year's show.

IMAGES of WORK: The jury requires one image of your complete display and three images representing the works to be sold at the show. These must accompany your application and be in one of the acceptable formats below:

- **Email images** in digital JPEG format with completed application (with credit card payment) to BarbaraB@WestHartfordCT.gov. The subject line should read: CWH Your Full Name (e.g., Subject: CWH John Smith). An electronically fillable application form is available at www.CelebrateWestHartford.com on the Arts & Crafts page.
- **Mail images** as photos or on a CD with completed application (with check or credit card payment) to: Barbara Belmont, Celebrate West Hartford-Arts & Crafts, 50 South Main Street, West Hartford, CT 06107.
Enclose a stamped, self-addressed envelope large enough for the return of your materials and/or your jury notification.

SALES TAX: All exhibitors must have and display a valid Connecticut State Tax Number. To apply for a Connecticut State Tax Number, complete Form REG-1 which is available at www.CelebrateWestHartford.com (Arts & Crafts Show page). The show may be monitored by tax department regulators. Exhibitors not in compliance will be asked to leave. No refunds will be granted. If your sales tax number is pending, please notify Barbara Belmont (BarbaraB@WestHartfordCT.gov) when you receive your tax number.

EXHIBITOR SPACES: Spaces are on grass and are adjacent with no walkways in between. All displays must be enclosed in white tents with side panels so they can be secured at night. Tents and display units must fit within the space perimeters. **Awnings must be a minimum of 6.5' from the ground.** It is the responsibility of exhibitors to provide their own display equipment (tents, tables, chairs, counters, etc.). Electricity is not available. Spaces may not be shared. While every effort will be made to accommodate special requests, final space assignments will be made at the discretion of the committee.

SPACE FEES: Space fees are non-refundable, unless the jury denies participation. Full payment of space fee must accompany the application form. Checks may not be postdated. We accept payment by Visa or MasterCard.

SECURITY: Exhibitors may leave their tents and displays up overnight. Although general security will be provided on site from 6 PM Saturday to 6 AM Sunday, it is recommended that all merchandise be removed from the displays overnight.

TOWN ORDINANCE: Smoking, Vaping & Alcohol use are NOT ALLOWED on the show grounds.

QUESTIONS? Contact Barbara Belmont: BarbaraB@WestHartfordCT.gov or 860-561-7515