

**The First Congregational Church
7 Somers Road
East Longmeadow, MA 01028**

**2010 Christmas Collection Craft Fair
Saturday, November 6, 2010 8:30 a.m. - 3 p.m.**

The First Congregational Church announces its annual Christmas Collection Craft Fair for 2010. Our craft fair draws many attendees due to its centralized location at the rotary. **Last year's fair had over 800 people in attendance.** The juried craft fair is open solely to crafters selling their own handmade products. We offer extensive advertising in local and regional newspapers and on television. Signs and flyers are prominently displayed throughout East Longmeadow and neighboring communities. We are now accepting applications from artists and crafters for our fair on November 6, 2010.

To apply:

1. Complete the enclosed application form.
2. Submit two color photographs of your work with an explanation of your craft/art and one photo of your entire exhibit.
3. Return application and photos with the application fee. If you want your photos returned, you must enclose a self-addressed envelope large enough to contain your photos and with sufficient postage to cover the cost of mailing.

The jury committee reserves the right to deny applications due to lack of originality, workmanship or presentation and to limit the number of crafters in any category. (Fee will be returned if not selected.)

The First Congregational Church reserves the right to make and enforce all operating rules and may require the removal of any items it deems inappropriate for sale at the craft fair. We respectfully ask that you exhibit only what was stated, reviewed and approved in your application.

If selected to participate in the 2010 Christmas Collection Craft Fair, the following are conditions to which each crafter agrees.

1. Crafters are expected to donate one of their craft items for the church's raffle.
2. Crafters may park at the entrance of the church for unloading and loading **ONLY**. **You must use designated shuttle parking areas during the craft show.** Shuttles will be available. Please remember that stairs may be involved in getting to your space if it is on the second floor.
3. If you have an outside space (10' x 10'), you must provide your own tables, chairs and protection from the elements, should it be needed.
4. Inside spaces are 8 feet wide and will be marked off by the committee. The crafter must not exceed that space. A limited number of tables are available for a \$5 rental fee for inside use only.
5. In the center spaces of Fellowship Hall, craft space includes frontage of 8' only. No side tables are allowed.
6. **Jewelry Crafters** – All jewelry applications will be held until June. At that time, five applications will be accepted for inside spaces spread throughout the building. All crafters will be notified when the selection has been made.

Rental of a second space will be discounted by \$10 but only for the second floor, lower level or outside.

Crafter Needs: Table _____
Electricity _____
Wall _____

For church use:
Booth space: _____
Category of Craft: _____

2009 Christmas Collection Craft Fair
Saturday, November 6, 2010 8:30 a.m. - 3:00 p.m.

Crafter's/Business Name: _____

Address: _____

Phone & Email Address: _____

Describe your craft. Please list all items, being as specific as possible. Items not juried may not be sold at the show without permission. _____

1. I agree that all works submitted must be handcrafted by the exhibiting artist or crafter and that only those items indicated on your application and approved by the committee may be included in your display.
2. I agree that I will donate a representative item of my craft for the church raffle, which is displayed at the main entrance to the fair. (This is great advertising for your booth.)
3. I agree that set-up will be completed by 8:15 a.m. on the day of the fair and remain in place until 3 p.m. I will leave the area clean and free of debris.
4. I agree to use the shuttle parking area during the craft fair, as indicated on the cover letter.

<u>Exhibit Spaces</u>	<u>Price</u>	
Fellowship Hall (1st Floor)	\$60	_____
Second Floor or Lower Level	\$50	_____
Outside Space	\$35	_____
Library (Larger Display Area)	\$80	_____
I need a table	\$5	_____

I understand that this fee is not refundable upon acceptance to the fair, even if I am unable to participate. If you find you are unable to participate in the fair for any reason, please contact us as soon as possible.

Please make checks payable to **First Congregational Church** and mail to:

Christmas Collection Craft Fair
The First Congregational Church
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Date

Crafter's Signature

If you have any questions or in case of an emergency, please contact Sandy Burns at 525-7511 or the church office at 525-4121.