



## Congregational Church of Burlington

Established 1774

### First Annual Artisan and Artist Fair - November 4, 2017

If you are interested in participating, please complete the attached application and return to the address listed along with security deposit. We will select exhibitors/artists and get back to you within 5 days of receiving your application.

#### **First Annual Artisan and Artists Fair**

This is our first Artisan and Artist Fair and we are highly motivated for it to be successful and a continuing event for the Congregational Church of Burlington. The purpose is to finance the continuing restoration of our church building and to support Artists and Artisans. We intend to have up to 25 exhibitors that we will choose. We will be publicizing the Fair throughout Connecticut with emphasis on the Farmington Valley and Litchfield Hills through newsprint, social media (Patches, Local FB pages, Chamber, etc.) and personal outreach by our congregation members and friends.

**When:** Saturday, November 4<sup>th</sup> beginning at 10:00 am until 4:30pm.

**Where:** Auditorium & Main Entrance Hallway at the Town Hall of Burlington, CT.

**Fees:** For 2017 (and perhaps on-going), there will be no fee for a table/space. Instead, we ask for 20% for your sales up to a cap of \$60 (20% of \$300 of your sales for the day). After that, all your profits are yours. For example, if your sales total \$250, you would pay us \$50. If \$100, pay us \$20. This will be an honor system – no one will ask for your sale receipts. We trust you. The table we will provide is 8' x 3' and the space will be approx 5 feet deep. You can set up your booth in whatever configuration works for you.

We request a \$60 security deposit check, made out to the Congregational Church of Burlington, with your application which will be returned to you when you arrive and set up. This is to ensure against no-shows. If you do not show up for the fair, the \$60 is forfeited.

**Set-Up:** Exhibitors may set up on Friday Nov. 3<sup>rd</sup> from 5pm to -8pm or before the event Saturday, Nov. 4<sup>th</sup> from 7:30am to 9:30am. If you need to set up earlier on Friday, contact Ann Jurkiewicz (860) 810-3938. All exhibitors are expected to staff their spaces for the entire time and to handle their own sales. CCB volunteers will be available to booth sit for short breaks, if necessary.

**Electrical outlets:** If you need a space near an electrical outlet, please let us know as two sides of the room have outlets but these are limited.

If you do not need us to supply a table (you will bring your own), but still want the space, please let us know that as well. We have 25 tables onsite and have more available through the Church. We want to accommodate you as best we can!

**Still Have Questions:** If you need to ask questions directly, please call/text Ann Jurkiewicz at (860) 810-3938. Please know that beginning August 28<sup>th</sup>, Ann teaches during the school day. Please leave a message and she'll return your call ASAP!

**Cancellation:** In the rare event that the Fair is canceled due to a weather emergency, as designated by the Governor of Connecticut, your security deposit will be returned.



# Congregational Church of Burlington

Established 1774

## Application for Artists and Artisan Fair 2017

Please complete and include the \$60 security deposit. Make check out to 'Congregational Church of Burlington' or 'CCB' and mail to: Ann Jurkiewicz, 48 Miller Road, Burlington, CT 06013Ka

**DEADLINE: As soon as we accept 25 participants, we will end registration. So please send your application in ASAP. You will hear back from us within 5 days of receipt of your application and security deposit.**

Exhibitor/Artist Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Address: Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alt/ Cell: \_\_\_\_\_  
Website and/or Social Media: \_\_\_\_\_

**Product Information:** Please provide a brief description of the items you will exhibit/sell:

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**Price Range** of items offered: \_\_\_\_\_

**What percentage** of your items are artisan/artist goods, created by you or persons under your direction (please select one)?

\_\_\_ 100%    \_\_\_ 50% to 99%    \_\_\_ Less than 50%    \_\_\_ None

**Required Work Samples:** Please let us see you work, either your website, by sending pictures to Ann Jurkiewicz at [ANNLDJ@comcast.net](mailto:ANNLDJ@comcast.net) or by mailing images/pictures to Ann Jurkiewicz 48 Miller Road, Burlington, CT 06013.

- \_\_\_ I would like to donate an item to the CCB's Tea cup auction to be held during the Fair
- \_\_\_ I allow images of my work to be used in advertising the Fair
- \_\_\_ I intend to set up Friday afternoon/evening (5-8pm)
- \_\_\_ I intend to set up Saturday AM 7:30-9:30

Any additional Comments or Notes:

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*You will be notified of acceptance into the Fair within 5 days of receipt of your application.*