



## Congregational Church of Burlington

Established 1774

### Third Annual Artisan and Artist Fair - November 16, 2019

If you are interested in participating, **please complete the attached application and return** to the address listed along with security deposit. In addition, please let us know your interest via email to [annldj@comcast.net](mailto:annldj@comcast.net). We will select exhibitors/artists and get back to you within 5 days of receiving your application.

#### 3<sup>rd</sup> Annual Artisan and Artists Fair

This is our Annual Artisan and Artist Fair and we are highly motivated for it to be successful event for the Congregational Church of Burlington, CT. The goal is to finance the continuing restoration of our church building as well as to support Artists and Artisans.

Each year we are getting many exhibitors and a good visitor turnout!

This year we will look to accommodate 31 exhibitors at the Burlington Town Hall. We publicize the Fair throughout Connecticut with emphasis on the Farmington Valley and Litchfield Hills through newsprint, social media (Patches, Local FB pages, etc.) and personal outreach by our congregation members and friends. There is a fan Facebook page set up for this event: <https://www.facebook.com/CCBsince1774/>

**When:** Saturday, November 16<sup>th</sup> beginning at 10:00 am until 3:30pm.

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

**Fees:** 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.

**We request a \$60 security deposit check, made out to ‘Congregational Church of Burlington’ or ‘CCB’, post-dated November 16, 2019** 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.

**Your Space:** The space will be indoors and approximately 8’ long x 6’ deep. If you need more or less space, let us know on the application. We can accommodate some larger spaces and you can set up your booth in whatever configuration works for you. After the spaces in the two rooms and foyer are filled, we will be setting up exhibits in the hallway.

**Tables:** If you need a table, please let us know on the application. If you don’t specifically state on the application that you want one, we will assume you do not! The table we will provide is 8’ x 3’.

**Electrical Outlets:** There is limited space near outlets, so please let us know if you do need access to an outlet.

**Set-Up:** The Fair runs from 10:00am to 3:30pm. Exhibitors may **set up on Friday November 2<sup>nd</sup>, from 7 pm to 8 pm or on Saturday, November 3<sup>rd</sup> from 7:30am-9:30am**. If you need to set up earlier on Friday, contact Ann Jurkiewicz by phone at (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 breaks.



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**Still Have Questions:** If you need to ask questions directly, please call/text Ann Jurkiewicz at (860) 810-3938. Please know that beginning in late August, Ann teaches during the school day. Please leave a message and she'll return your call ASAP! We want to accommodate everyone as best we can!

**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.





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## Application for Artists and Artisan Fair 2019

**Please complete and include the \$60 security deposit, POST DATED November 16, 2019..** Make check out to ‘Congregational Church of Burlington’ or ‘CCB’ and mail to: **Ann Jurkiewicz, 48 Miller Road, Burlington, CT 06013.** Thank you!

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, November 2<sup>nd</sup> evening between 5pm to 8pm  
\_\_\_\_ I intend to set up Saturday, November 3<sup>rd</sup> between 7:30 am and 9:30 am  
\_\_\_\_ I will need \_\_\_\_ 8’ x 3’ tables for my exhibit.  
\_\_\_\_ I will need access to an electrical outlet.  
\_\_\_\_ I understand that the space I’ll have is 8’ wide and 6’ deep, unless an alternative configuration is arranged with Ann Jurkiewicz

Any additional Comments or Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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