

January 2018



Dear Crafter,

We hope you had an enjoyable holiday. We are excited to announce the dates of our spring and fall craft fairs. We look forward to seeing you again or meeting you and working with you for future successful craft fairs. Here's what you need to know about our fairs:

### IMPORTANT DATES and FEES

THE SPRING FAIR is scheduled for Saturday, **May 19, 2018 from 9:30 AM to 4:00 PM.** The fee for this fair is \$75.00 which is due by **4/21/18.** After that date there will be a \$5.00 late fee. Full payment is due no later than **5/11/18** or we will presume that you will not be attending the fair. Space fee refunds cannot be made after **4/21/18.** We look forward to having you set up on Friday evening, if you so desire, which helps make Saturday morning go much more smoothly! We will have a Friday evening set-up on May 18<sup>TH</sup> from 5:30-7:00 PM. There will **NOT** be overnight security. **Saturday set-up begins at 6:30 AM and all crafters need to be set-up by 8:30 AM.**

OUR FALL APPLE COUNTY CRAFT FAIR is scheduled for Saturday, **September 8, 2018 from 9:30 AM to 4:00 PM and Sunday, September 9, 2018 from 9:30 AM to 3:00 PM.** The fee for the two-day show is \$150, which **includes overnight security for Saturday.** To reserve your space, a \$75.00 deposit is required by **5/26/18** and the remainder will be due by **7/26/18.** Balances paid after 7/26/18 will incur a \$15.00 late fee. If we do not receive final payment by **8/4/18,** we may have to allocate your spot to other waiting crafters. Your reservation deposit is not refundable after **7/26/18.** The \$75.00 second payment is not refundable after **8/20/18.** We look forward to having you set up on Friday evening, if you so desire, which helps make Saturday morning go much more smoothly! We will have a Friday evening set-up on September 7th from 5:30-7:00 PM. There will **NOT** be overnight security for Friday night. **Saturday set-up begins at 6:30 AM and all crafters need to be set-up by 8:30 AM.**

Unless you reserve an indoor space, you are responsible for providing your own tent, tables and chairs or whatever else you might need for your business. Indoor spaces do not include tables or chairs. **Please remember that unless you select an indoor space, these fairs are held out doors, rain or shine.** If attending please be prepared to stay for the entire duration of the fair as this is only fair to your fellow crafters.

### Application Procedure

Since the St. Peters fairs are **juried fairs,** we are asking EVERY applicant to submit photos or website information so that we can view your handmade crafts and update our files. This will also help us get to know you and your crafts. We've worked to try to simplify the application process which will now be as follows:

1. Enclosed you will find one Application/Contract for BOTH the spring and fall fairs. Please indicate on the form which fair(s) you are interested in attending
2. The application and photos/website info need to be returned by **March 24, 2018. This date applies to both the spring and fall fairs.**
3. Please keep a copy of the Application/Contract for your records and return the originals to:  
Crafts Manager
4. We will get back to you by the first week of April and will send out acceptance notices at that time. Please keep a copy of these for your personal records.
5. Your payment(s) is due by the dates referenced above and on the contract.
6. Your cancelled check will serve as your receipt.

We know and appreciate how hard you work to perfect your art, so please remember this is a craft fair of **handmade items by you (Juried)** and only those will be allowed to be shown. You will be asked to remove any other items if needed.

## SPACE REQUESTS

St. Peters Church is invested in your success! We recognize that each crafter may have a space preference and each request will be considered carefully, but cannot be guaranteed. For outdoor spaces, please use the enclosed map to indicate your 1st, 2nd and 3rd preference. We will do our best to accommodate your space preferences. Our goal is to spread similar styles of crafts evenly throughout the fair to keep the fair alive and make each space a showcase for your craft. Each space will be approximately 10' by 10'. We have single, 1 ½ or double spaces available, priced accordingly. We realize that due to the nature of our grounds, some spaces seem to invite the use of area around the allocated space. We have always allowed crafters to make use of this "extra" space and will continue to do so within reason. This would mean if you have a space where your tent has an exposed side, you may use that side for display or place a small table or shelf at the opening of your space, not to extend beyond 2 feet. Please keep in mind that other crafters may have purchased 1 ½ to 2 spaces. If St. Peters feels that boundaries have been extended too far, we will need to ask you to consolidate or purchase additional display space. We appreciate your understanding and cooperation on this matter and in being considerate to all crafters.

A limited number of indoor spaces will be available inside the church building. These spaces will be 8X8 and are shown on the map named "Indoor Spaces". Please indicate your preference of spaces by the alpha-numeric code assigned to each indoor space.

## SET-UP and DISMANTLING PROCEDURES

Our parking attendants will be available to direct you upon your arrival and after set up. We will be using the walkway as an unloading/loading area to keep cars off the grass and request your help in keeping the traffic moving smoothly by:

- \*Unloading your car quickly
- \*Moving your car to the parking lot
- \***then** setting up your booth area
- \*at the end of the day please reverse the order to keep traffic flowing

We appreciate your prompt unloading and parking of your vehicle so each crafter will be able to set up in a timely manner. All vehicles are to be parked in the parking lot, please speak to us if you feel you need special consideration. We also request your vehicle identification/license tag on the application form so we can locate you, if needed. Please take the time to fill in this information on the application/contract. Thanks.

## CRAFTER SHOWCASE

And finally, thanks to those many crafters who donated an item to our "Crafter Showcase Raffle". We are continuing to make the raffle a more prominent feature of our craft fair. The raffle is a great way to have your craft, booth number and business card in the forefront of the fair and for us to direct admirers to your booth. Proceeds from the raffle benefit St. Peters and our community outreach programs. We are asking every crafter to please donate a craft that best represents your talent. You will be given a tax-deductible donation letter from the church for the amount of the item donated. Thanks again to all who have made this raffle a success in the past!

We encourage early application so that each craft item may be reviewed and considered for acceptance. St. Peters takes great pride in the quality of handmade items offered by our crafters at these fairs. It is our intention to continue to monitor and discern exceptional craft items that reflect the hard work and talents of each artisan. If you have any questions on the fairs, please contact Crafts Manager at (603) 437-8333 **email:saintpeterscraftfair@gmail.com**

We are looking forward to seeing you!

Sincerely,

Crafts Manager

P.S. Please be sure to provide us with your **email address** on the application. This will make it much easier to communicate with you!

**APPLE COUNTRY CRAFT FAIR  
Spring & Fall 2018**

EXHIBITOR'S APPLICATION/CONTRACT

St. Peter's Agrees:

1. To provide approximately 100 sq. feet (10'x10') per single space on the lawn for:  
Spring fair: May 19, 2018, **rain or shine**  
Fall fair: September 8 and 9, 2018, **rain or shine.**  
If selected, an 8X8 indoor space – as available.
2. To provide attractive advertising for the show; including posters, magazine listings, newspaper articles and radio/TV announcements.
3. To attempt to accommodate specific space requests whenever possible.
4. To inspect booths periodically to ensure that only handcrafted items as listed on contracts are displayed.
5. To provide security at Fall Craft Fair (Saturday night only, September 8th, 2018).

The Exhibitor Agrees:

1. To pay the following amounts for rented space at the Apple Country Craft Fair:  
**Spring fair:** \$75.00 before April 21, 2018, \$80.00 thereafter. Total payment must be received by May 11, 2018.  
**Fall fair:** \$150.00 before July 26, 2018, \$165.00 thereafter. Total payment must be received by August 4, 2018.  
**Checks should be made payable to "Church of St. Peter"**, and mailed with copy of acceptance notice to:

Crafts Manager  
St. Peter's Episcopal Church  
3 Peabody Row  
Londonderry NH 03053

2. That if she/he has not paid for space by May 11, 2018 for Spring fair and August 4, 2018 for fall fair, St. Peter's may reassign the space.
3. Space refunds cannot be made after April 21, 2018 for the spring fair and July 26, 2018 for fall fair deposit/August 4, 2018 for fall fair balance.
4. To provide his/her own tables, canopies, display areas for crafts, and change for sales.
5. To provide only craft products solely designed and/or made by the registered crafter that have been juried. **(Absolutely no dealer and/or wholesale items allowed, or other crafters not on registration form.)**
6. To display only items described on signed Application/Contract.
7. a) That the display will be in place by **8:30 am** on the fair date. If you arrive after 8:30am, we may not be able to save your assigned space.  
b) Displays will not be broken down until 4:00 pm on Saturday, May 19, 2018 for spring fair and 3:00 pm Sunday, September 9, 2018 for fall fair. Be prepared for changing weather. Exhibitors who close down and leave the fair before the above closing times without explicit approval of St. Peter's may not be invited to attend future fairs.
8. Contact Crafts Manager before fair if not able to attend, so we can accommodate for the open space. If calling on the day of fair please call St. Peter's Church 437-8333.

St. Peter's Episcopal Church  
3 Peabody Row  
Londonderry, NH 03053

## Crafter Application/Contract (Due 04-21-2018)

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Website \_\_\_\_\_

I am applying for acceptance to the: (Check all that apply)

Spring Fling Craft Fair (May 19) \_\_\_\_ Fall Craft Fair (Sept. 8&9) \_\_\_\_

## SPACE SELECTION

What size space? 1 \_\_\_\_\_ 1 ½ \_\_\_\_\_ 2 \_\_\_\_\_

Location Preference Outdoor \_\_\_\_\_ Indoor \_\_\_\_\_ No Preference \_\_\_\_\_

**Space # Preference (See Craft Fair Maps)**

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Donate a craft for the Crafter Showcase? Yes \_\_\_\_\_ No \_\_\_\_\_

Vehicle Information

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

Trailer/RV Y\_\_N\_\_

Description of your craft (please be specific):

**IMPORTANT: *Your craft MUST be handmade by YOU! Only crafts on this application will be allowed at the craft fairs. Since this is a juried fair, please provide us with photos of your craft(s) when returning this application or refer us to your website.***

Thanks for your interest in our craft fairs! If you have any questions regarding the fairs or this application, please contact Crafts Manager at (603) 437-8333 or email at [saintpeterscraftfair@gmail.com](mailto:saintpeterscraftfair@gmail.com).

Please return this form to:

Crafts Manager  
St. Peter's Episcopal Church  
3 Peabody Row  
Londonderry NH 03053  
Or email [saintpeterscraftfair@gmail.com](mailto:saintpeterscraftfair@gmail.com)