



# 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](mailto: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](http://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](http://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](mailto: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](mailto:BarbaraB@WestHartfordCT.gov) or 860-561-7515



# ARTS & CRAFTS SHOW APPLICATION

Please refer to SHOW INFORMATION & REQUIREMENTS before completing this application.  
 Electronically fillable form available at [www.CelebrateWestHartford.com](http://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 1<sup>st</sup> & 2<sup>nd</sup> 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](mailto: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](mailto:BarbaraB@WestHartfordCT.gov) | 860-561-7515 | [CelebrateWestHartford.com](http://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: \_\_\_\_\_