**13th Annual**

**Craft & Vendor Fair Guidelines**

**Benefit for Seniors Have Dreams Too, Inc.**

**Four Points by Sheraton, Charter Oak Room**

**275 Research Pkwy, Meriden, CT 06450**

**Saturday, November 16, 2019 9:30 am to 4 pm**

**APPLICATION GUIDELINES AND CRAFT FAIR RULES**

* **Eligible work for Display: All artwork and hand-made crafts displayed must be original work created by the artist. Exhibitors may not exhibit purchased for resale from other artists or commercial suppliers.**
* **Application must provide written description and sample pictures of artwork or craft items to be displayed and sold at the show. Pictures will be used to determine eligibility of each crafter. Please make sure all pictures are labeled with artist/craftsperson’s name, and address if you wish pictures to be returned. Do not send actual work.**
* **Your correct email information is essential for communication purposes. All updates will be sent by email.**
* **Direct Sales vendors must provide name of company you are representing along with your tax ID number. Products must be from original company and fully packaged. If your food products are home-made or cooked/prepared in a home, the seller must carry a local food license from the Board of Health and cannot pass out food samples: you assume responsibility of all products sold. We recommend tax ID’s and food licenses for your protection in case someone of authority should come to our event and inquire.** *Seniors Have Dreams Too, Inc. is not responsible for any individual or business entity who might incur penalties for not having one.*
* **Set Up and Breakdown Times: Exhibitors may begin setting up at 8:30 am. Exhibitors may not start breakdown until 4:00pm. Please abide by this rule.**
* **All artists, crafters and vendors must remain on site until close and are responsible for cleanup of their respective areas.**
* **Exhibitor Space Assignment: Each booth will be a 10’ x 10’ space for a cost of $35 per space. Additional space will be another 10’ x 10’ space adjacent to the first space for an additional $35. (2 space limit) Spaces will be assigned according to the receipt of application. There will be a $5.00 fee for electricity. Electricity and wall space is limited.**
* **All exhibitors must provide their own chairs, tables and table/display cloths. Your tables and displays must be sturdy enough to withstand the crowds. If you are in need of a table, we have a limited amount available at $10 per table. No additional tables will be available on day of craft show. Displays must be sturdy enough to withstand crowds.**
* **We ask each participant to provide a raffle item from your product line, along with your business card.**
* **Anyone staffing a booth will be required to sign a liability waiver.**
* **APPLICATION DEADLINE: October 28, 2019 or when venue is filled. INCLUDE WITH APPLICATION – your check for registration, please include tax ID number. There will be a $20 charge for any returned checks. There are no refunds available. Each artist/crafter/vendor is responsible for reporting sales tax info to the State of CT for any items sold.** (*Seniors Have Dreams Too, Inc. is not requiring you to have a tax ID number, however, if someone of authority should come to our event and inquire, Seniors Have Dreams Too, Inc. is not responsible for any individual or business entity who might incur penalties for not having one. Please refer to the Connecticut Sales Tax Rules online at* [*www.ct.gov*](http://www.ct.gov) *and search for Sales and Use Tax.)*
* **Please bring your own lunch/snacks/drinks. No food will be provided by the Craft Fair organizers.**
* **No pets of any kind are allowed.**
* **Make checks payable to: Seniors Have Dreams Too, Inc.**
* **Mail your application and check to Seniors Have Dreams Too, Inc., P.O. Box 4553, Wallingford, CT 06492**
* **Disclaimer: Exhibitors are solely responsible for their art and displays. Seniors Have Dreams Too, Inc. and Four Points by Sheraton assume no responsibility for loss or damage occurring to any artwork, crafts, products, displays or personal injury. Please make sure all picture, artwork or other hanging objects have secure hangers in place.**