

The First Congregational Church
7 Somers Road, East Longmeadow, MA 01028

Christmas Collection Craft Fair
Saturday November 2, 2024 8:30am to 3pm

The First Congregational Church announces its annual Christmas Collection Craft Fair for 2024. **The 2023 fair had approximately 500 shoppers in attendance.** This juried craft fair is open solely to crafters and artists selling their own handcrafted products. We offer extensive advertising in local and regional newspapers, as well as on television. Signs and flyers are prominently displayed throughout East Longmeadow and neighboring communities. We are now accepting applications for our fair on November 2, 2024.

- To apply:
- 1) Complete the application form
 - 2) Submit color photographs of your work with an explanation of your art/craft. **Your application will not be considered without accompanying photographs. This is a juried craft fair.**
 - 3) Return application and photographs with the application fee. If you want your photos returned, include an appropriately sized, self-addressed envelope with sufficient postage.

The jury committee reserves the right to deny applications due to lack of originality, workmanship or presentation and to limit the number of crafters in any category. (Fee will be returned if not selected.)

The First Congregational Church reserves the right to make and enforce all operating rules. The church will require the removal of any items deemed inappropriate for sale. **We respectfully ask that you exhibit only what was stated, reviewed and approved from your application.**

If selected to participate in the 2024 Christmas Collection Craft Fair, the following conditions apply:

- 1) Crafters are expected to **donate one of their craft items** for the church's raffle, which is displayed at the main entrance to the fair. (This is great advertising for your booth.)
- 2) Temporary parking for unloading/loading at church ONLY. **You must move your vehicle to the off-site parking.** Shuttles will be continuously available.
- 3) Outside spaces are 10'x10'. You must provide your own tables, chairs and tent. **No electricity is available outside.**
- 4) Inside spaces are 8' wide and will be marked by the committee. The crafter **MUST NOT exceed the space.** A limited number of 8' tables are available for a \$5.00 rental fee for inside use only.
- 5) **Fellowship Hall: **Please note**** Fellowship Hall spaces will include an 8' table. No side tables, stands, shelves or walls are allowed. **Your entire display must fit ON your 8' table.** If you need more area, consider purchase of two spaces (includes two 8' tables).
- 6) **Jewelry crafters:** All jewelry applications will be held until late June. At that time, five applications will be chosen for inside spaces spread throughout the building. All jewelry crafters will be notified when the selection has been made.

Applications and information are also available on our website: www.churchontherotary.org

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Saturday November 2, 2024 8:30am to 3pm

Crafter's
Name/Business: _____

Address: _____

Phone and Email address: _____

Describe your craft. List all items being as specific as possible. Items not juried, will not be acceptable at the fair. _____

- 1) **I agree** that all works submitted must be handcrafted by the exhibiting artist/crafter and that only those items on my application and approved by the jury committee will be included in my display.
- 2) **I agree** to donate a representative item of my craft for the church raffle. **I agree** to deliver this at check-in before I go to my booth space.
- 3) **I agree** to complete set-up by Nov 2 at 8:15am and WILL REMAIN IN PLACE UNTIL 3:00pm.
- 4) **I agree** to relocate my vehicle to the shuttle parking area during the fair.
- 5) **I agree** to comply with the inside space requirements. (Please review **Fellowship Hall** spacing)

<u>Exhibit Spaces:</u>	<u>Price:</u>	
Fellowship Hall (Main level)	\$65 _____	This includes an 8' table
Fellowship Hall (½ stage)	\$100 _____	This includes an 8' table
Library (larger display space)	\$100 _____	
Second Floor or Lower Level	\$50 _____	Stairs will be involved for second floor
Outside space	\$35 _____	No chairs, tables, tents or electricity available
I need an 8' table	\$ 5 _____	Limited number available.

**Rental of a second space will be discounted by \$10 for the SECOND FLOOR, LOWER LEVEL or OUTSIDE. I request a second space \$ _____

I understand this fee is not refundable upon acceptance to the fair, even if I am unable to participate. If you find you are unable to participate for any reason, please contact us as soon as possible.

I agree to the above conditions.

Crafter's Signature: _____ Date: _____

Please make checks payable to **First Congregational Church** and mail to:

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First Congregational Church
7 Somers Road
East Longmeadow, MA 01028

If you have any questions or in case of emergency, please contact Cindy St. John 413-537-6276 or the church office 413-525-4121.