

39th HERKIMER COUNTY ARTS & CRAFTS FAIR
APPLICATION/CONTRACT/INFO SHEET (con't)

*** Please keep this information for your records***

PLACE/DATES/TIMES: Herkimer College Campus November 14-15, 2015
Saturday. 10 a.m. - 5 p.m. Sunday 10 a.m. - 4 p.m.

LOCATION: The Fair is located on the campus of Herkimer County Community College, 100 Reservoir Road, Herkimer, NY 13350. It is an inside show that includes lobby and classroom space in the College Center and the Classroom Administration buildings of the college. If you are traveling the NYS Thruway (I-90) take Exit 30 and follow the signs to Herkimer College.

ELIGIBILITY: Artists & craft persons are invited to display, demonstrate, and sell work that conforms to the standards of the Herkimer County Arts & Crafts Fair jury committee &/or the show coordinator. No imports, buy/sell items, kits, items made from kits, framed commercial prints, art and craft supplies, agents, and commercial business products. Exhibitors discovered with such material on exhibit will be asked to remove the contraband. The Jury Committee &/or the show coordinator reserves the right to EXCLUDE works that do not conform to the committee's standards and also reserves the right to remove a vendor from the show who does not conform to the committee's standards.

APPLICATION: APPLICATION DEADLINE MAY 1, 2015 or until full.

ALL FEES ARE DUE AT TIME OF APPLICATION.

All checks will be cashed upon receipt of your application—this **does not** indicate acceptance to the show.

\$ 10.00	Application fee (non-refundable)
\$ 155.00	Entry fee 10 x 6 ft. exhibit space; height 7 ft.max. (refunded if not accepted in show)
\$ 25.00	Optional Electricity fee - If you require the use of an outlet, for any reason, you must include this fee - maximum power 500 watts (refunded if not accepted in show)

IMAGES FOR JURY: CDs of digital images are REQUIRED. Submit a total of 4 digital images and 1 hardcopy photo of your display, as indicated on the application. Your submission must be properly identified with name and address, and must include item pricing. Exhibitors will be expected to display and sell original work of the same quality and nature as that represented in the images submitted. Only items as represented in these images will be permitted in the show. The quality of your images are key to a successful jury process. The CD and booth photo will become the property of the HCC Foundation and may be used for jury and advertising purposes.

Return completed application, fees, CD, photo, and a legal size SASE with sufficient postage to:
HERKIMER COUNTY COLLEGE FOUNDATION, INC.
HERKIMER CO. A&C FAIR
100 RESERVOIR ROAD
HERKIMER, NY 13350

PRE-APPLICANTS: Submit pre-application, provided to you at last year's Fair, along with all applicable fees. Pre-applications must be received prior to March 1, 2015.

NOTIFICATION: All applicants will be notified of acceptance or denial by mid-July 2015. Some exhibits may be limited to avoid duplication. Decisions by the Screening Committee are final.

SET UP TIMES & DATES: Registration and early set up time for Fri. Nov. 13th will be announced in the acceptance letter. Doors will open Saturday at 7:00 am & Sunday at 8:00 am for late registration and set up.

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CANCELLATION: 50% of the entry fee will be refunded if notice is submitted in writing, postmarked before August 1, 2015. No refunds after that date.

- DETAILS:
- EXHIBITORS must provide their own tables, chairs, **backdrops (are strongly encouraged)**, extension cords, etc...
 - Double booth spaces are available. Fair committee/staff reserves the right to assign spaces.
 - Displays **must** fit within the dimensions of the space. * Space Size 10' X 6' **Height 7' max.***
 - Tables should be covered to the floor on all three sides & all extra stock stored out of sight.
 - No visible containers. Nothing shall be taped, nailed, stapled or otherwise fixed to the walls or floors.
 - No pets. Reserved parking for participants - Lots A & B. Campers permitted.
 - A **limited** number of volunteers will be available to help with unloading—plan accordingly.
 - Food Service available. Exhibitors may request lunches to be delivered (details provided at registration.)
 - Spaces not occupied by 9:00 a.m. Saturday will be filled with standby exhibitors with NO REFUNDS.

BOOTH ASSIGNMENTS: Booth assignments are final. Booth placements range from general lobby areas to classroom spaces. All floors are handicap accessible via ground floor and/or elevator access. Assignments require a good deal of planning and, once made, entail even more work to change. If you have a special request or need requirement please indicate it on the reverse side of your application form. **THIS IS NOT A GUARANTEE** that your request will be granted, but be assured an effort will be made to do so. **DO NOT CALL** to inquire about booth assignments. Assignments will be given out at registration/set-up.

NYS SALES TAX: Each exhibitor is responsible for displaying their NYS Certificate of Authority and collecting NYS SALES TAX. State regulations require your NYS SALES TAX NUMBER (Certificate of Authority) **BE RECORDED ON YOUR APPLICATION**. You **WILL NOT** be permitted to participate in the Fair without this certificate. If you do not already have one you can obtain information by calling 1-800-225-5829 or www.tax.state.ny.us/

PUBLICITY: Our show is advertised extensively in regional and national magazines & newspapers, as well as the Internet.

QUESTIONS: Contact our office at 315 866-0300 ext. 8459

E-mail: fuhrerjm@herkimer.edu

FAX: 315 866-1706

Website: www.herkimer.edu/ac