

33rd HERKIMER COUNTY ARTS & CRAFTS FAIR
CONTRACT/INFO SHEET (con't)

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

PLACE/DATES/TIMES: HCCC Campus Nov. 14-15, 2009
Sat. 10 a.m. - 5 p.m. Sun. 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 HCCC.

ELIGIBILITY: Artists & craft persons are invited to display, demonstrate, and sell work that conforms to the standards of the Herkimer County Arts & Crafts Fair screening 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 and will not be invited to return to future events. The Screening 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, 2009 **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)
\$145.00	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)

SLIDES: Applicants must submit four standard 35 mm, 2"x2" color slides representative of your finished work and one slide and 1 photo of your display (total 5 slides and 1 photo). CDs of your digital photos are acceptable. However, only submit a total of 5 digital photos and 1 hardcopy photo of your display as indicated on the application. Your slides/cds must be properly identified with name and address. Exhibitors will be expected to display and sell original work of the same quality and nature as that represented on slides submitted for jury. Only items represented in slides will be permitted in the show. No one is exempt from this requirement. The committee &/or coordinator of the show reserve the right to remove a vendor from the show who does not conform to the committee's standards. Please note that the quality of your slides will also be considered during the jury process. Some exhibits may be limited to avoid duplication. If you wish your slides/cd returned, you must include self addressed stamped envelope WITH SUFFICIENT POSTAGE. Your booth photo will become the property of the HCC Foundation and will be used strictly for product identification purposes.

Return completed application, fees, slides/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, w/fees, provided at last year's Fair.
All fees must be submitted prior to March 1, 2009.

NOTIFICATION: All applicants will be notified of acceptance or denial by mid-July 2009.
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, 2009. No refunds after that date.

- DETAILS:
- EXHIBITORS must provide their own tables, chairs, **backdrops (required)**, extension cords...
 - Limited number of double spaces 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 by the Committee 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/

JURIED COMPETITION: Those who desire may enter an item in the juried competition. Your item will be judged in the category YOU SELECT ON THE APPLICATION. Further information will be provided in the registration packet.

AWARDS: Ribbons for First Place and Honorable Mention will be awarded for outstanding works. Award winners will be exempt from jury in the media in which they won an award when applying the following year. Please mention this on application (i.e. won 1st place in "category" in 2008.)

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

QUESTIONS: Contact our office at 1-888-GO 4 HCCC ext. 8459 (within NYS) or 315 866-0300 ext. 8459

E-mail: fuhrerjm@herkimer.edu

FAX: 315 866-1706

Website: www.herkimer.edu/alumni/foundation/events.htm