



40th Annual Holiday Craft Fair

POLICIES AND PROCEDURES

Application Deadline **June 10, 2011**

Late applications will be accepted subject to availability.

Questions: pollard@sunydutchess.edu

RULES AND REGULATIONS

All artists who hand craft their own items are welcome to apply. No commercial agents, dealers or manufactures may enter. All work must be original and hand crafted by the artist themselves. If an artist is found reselling items they may be asked to leave and will not be asked back the following year.

Artists or an assistant agree to be present during all show hours throughout the weekend. Booths are to be set up for inspection in final display condition by 9 am on both days of the show. Individuals representing a craftsman or craftspeople other than themselves are not eligible to participate. Booth sharing is not permitted.

If the work is supported by manufactured items (such as a picture frame), the manufactured item may not be the same as the craft, may not be sold separately, and may not account for more than 50% of the makeup or selling price of the item sold.

Artists that require electricity are limited to 300 watts for the use of lighting their display only. The following items are prohibited: space heaters, televisions, electric tools, lighting requiring more than 300 watts and any other items that will exceed the 300 watt limit.

We reserve the right to demand removal of items determined to be in violation of the above guidelines. While it may be impossible for us to know whether all items have actually been crafted by the exhibitor, crafters working in the same media may bring concerns of this kind to our attention. If such a situation arises, we will ask both craftspeople to join the coordinator for a quiet professional discussion regarding the alleged impropriety in the hope of reaching a mutually satisfactory solution. If this is not possible and the problem is identified by more than one craftsman, the exhibitor in question may be asked to leave (with no refund) and will not be invited to show in the future.

All fees benefit Student Scholarships and other educational enhancements.

DUTCHESS
COMMUNITY COLLEGE
FOUNDATION

DCCF Craft Fair 2011

JURY PHOTOGRAPHS

Enclose or email (pollard@sunydutchess.edu) a total of five photographs; four of individual pieces and one of your booth display as it is exhibited. If you mail photographs they will be returned to you at check-in. If you have a website that has photographs, of your crafts, you are welcome to submit it instead.

BOOTHS

Booths are 10' x 10' in both Falcon and Drumlin Hall. Aisles are to remain clear per the Fire Marshall.

All displays are expected to be attractive, with fabrics pressed, paint touched up, items priced and everything arranged in an aesthetically pleasing manner. Make sure that the back and sides of your booth that face your neighbor are clean and without ragged edges.

ELECTRICITY/TABLES/CHAIRS

Booths will be provided these items based on prior request via application form. There is no charge for the use of tables and/or chairs.

Electricity requires a \$10.00 fee to be paid per booth. Artists that require electricity are limited to 300 watts for the use of lighting their display only. The following items are prohibited: space heaters, televisions, electric tools, lighting requiring more than 300 watts and any other items that will exceed the 300 watt limit. Extension cords will not be provided so it is recommended that you bring your own.

CHECK-IN

Please check-in upon arrival at the check-in table, one will be located in each building. At that time you will be presented with a registration packet and your ID badges. Your ID badges must be worn at all times during the show so that you can be easily identified and allowed to enter and exit as needed.

Note: Booth assignments are pre-assigned and noted on your confirmation letter. We may change repeat exhibitor locations to give the fair a fresh look each year.

SET-UP

This will take place on Friday night, November 25, from 3 - 8 pm and/or Saturday November 26 from 7:30 - 9:00 am. All booths are to be ready by 9:30 am both days. Hand trucks and dollies will not be available so you are encouraged to bring your own. Keep in mind that some doorways accommodate a maximum width of 36".

Drumlin Exhibitors

Please enter from Cottage Road (north end of campus) into Lot D, park and enter Drumlin (north entrance) to check-in, then pull up along the circle to unload quickly and then park in Lot D again. Note: Clearance beneath the track lighting without bulbs is 9.5'.

Falcon Exhibitors

Please enter from Pendell Road (south end of campus) into Lot A, park and enter Falcon Hall (south entrance) to check in, then pull up along the building to unload quickly and then park in Lot A again.

All fees benefit **Student Scholarships** and other educational enhancements.

DUTCHESS
COMMUNITY COLLEGE
FOUNDATION

RAFFLE

A traditional and popular part of the Crafts Fair has been a drawing featuring a donated item from each of our exhibitors. Each paid admission to the Fair receives one ticket to "spend," and additional ones are available for a suggested donation, \$1.00 each or 15/\$5.00; each ticket is entered into a drawing for a specific item of the attendees' choosing. These items will be on display in Drumlin and Falcon Halls. Winners will be drawn on a rolling basis during the two days of the show and need not be present to win.

HOURS

The advertised hours are 10:00 am - 4:00 pm both days. Handicapped patrons will be allowed to enter at 9:30 am. Please have your booth completely ready by 9:00 am so that a final check can be done. The doors will close at 4:00 pm but shoppers will have until 4:30 pm to complete their purchases. Please do not begin to close your booth until then.

BREAKDOWN

Please do not pull vehicles up to the circle until you have everything ready to load up.

CASH

All exhibitors are responsible for their own cash and for bringing enough change/charge slips and whatever else they need. Exhibitors are required to have a tax number and collect sales tax of 8.125%.

INSURANCE

The College carries its own insurance for this event; although it is not a requirement, you are encouraged to carry your own liability insurance as well.

SECURITY

There is security throughout the weekend. If you have items you do not wish to leave, make arrangements to take them with you. The College does its very best to maintain security, but extra precautions are always advisable.

FOOD

Breakfast

The Dutchess Community College Foundation provides hospitality both mornings prior to the start of the show. If you would like to purchase a breakfast sandwich they will be available in Falcon Hall both mornings.

Lunch

Please see the lunch order forms enclosed in the packet; pre-ordered lunches will be brought to your booth. There will be lunch items available in Falcon and Drumlin both days. If you do not have a helper coming or if you have special dietary needs, please come prepared with some food of your own.

SMOKING

There is absolutely NO SMOKING allowed inside any of the College buildings.

All fees benefit **Student Scholarships** and other educational enhancements.

DUTCHESS
COMMUNITY COLLEGE
FOUNDATION

DEPOSITS AND REFUNDS

Application fees are non-refundable and checks will be deposited upon receipt.

Application fees will be applied to the booth fee upon acceptance to the show.

There are no refunds of booth fees.

IMPORTANT DATES

Application Deadline June 10, 2011

Notification Mailed by August 15, 2011

Show Dates November 26th - 27th, 2011

CONTACT INFORMATION

Diana Pollard 845.431.8403
email: pollard@sunydutchess.edu

CHECK LIST (for your records)

- Completed and signed application
- Copy of Tax Certificate
- Five photographs enclosed, emailed or website address
- \$25.00 non-refundable fee per booth
- \$135.00 booth fee balance per booth
- \$50.00 corner fee
- \$10.00 electric fee per booth
- If applicable, lunch order (order form will come with acceptance package)

Upon receipt of this information we will review your application and photos. After the jury process you will be contacted regarding your participation in the show and your booth placement.

All fees benefit **Student Scholarships** and other educational enhancements.

DUTCHESS
COMMUNITY COLLEGE
FOUNDATION

DUTCHESS COMMUNITY COLLEGE HOLIDAY CRAFTS FAIR 2010

Your participation as an exhibitor in DCCF's Annual Holiday Crafts Fair is greatly appreciated. Net proceeds (from booth fees, admission and door prize tickets) benefit the Foundation's activities, including student scholarships and other enhancements to the College's educational resources.

A traditional and popular part of the Crafts Fair has been a drawing featuring a donated item from each of our exhibitors. Each paid admission to the Fair receives one ticket to "spend," and additional ones are available for a suggested donation, \$1.00 each or 15/\$5.00; each ticket is entered into a drawing for a specific item of the attendees' choosing. These items will be on display in Drumlin and Falcon Halls. Winners will be drawn on a rolling basis during the two days of the show and need not be present to win.

This is a great opportunity for you to gain additional exposure for your work while supporting the Foundation at the same time, and we strongly encourage your participation in this part of the Fair.

Your name, business name, booth number and card (if you provide one) will be displayed along with your donated item. It will greatly reduce confusion if you provide your item, along with this completed form and a business card or two, during check-in and set-up (preferably Friday evening) in your hall. We will be happy to sign the tear-off at the bottom as a receipt for your records.

Thank you for your support, and have a good show!

Complete this form and drop off with your donated item when you check in

Name _____ Business Name _____ Booth # _____
Address _____ City _____ State _____ Zip _____
Item _____ Retail Value \$ _____

Dutchess Community College Foundation acknowledges your donation of _____, with a market value of \$ _____,

for the Door Prize Drawing at the Annual Crafts Fair on November 26-27, 2011.

Thank you for your support!

Dutchess Community College Foundation
53 Pendell Road
Poughkeepsie, New York 12601
(845) 431-8400
www.sunydutchess.edu/dccfalumni/

All fees benefit **Student Scholarships** and other educational enhancements.



APPLICATION

ARTIST'S INFORMATION

Artist's Last Name _____ First _____

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____ Website _____

Dutchess Community College Alumni yes no Dates attended _____

Have you participated in the DCCF craft fair before? yes no

Number of years _____ Most recent year _____

PHOTOGRAPH INFORMATION

Briefly describe your photographs and your method:

Photo 1 _____ Retail price \$ _____

Photo 2 _____ Retail price \$ _____

Photo 3 _____ Retail price \$ _____

Photo 4 _____ Retail price \$ _____

Photo 5 Booth Display

CATEGORY: (check one)

- Floral Fiber/Baskets Photography Decorative Painting
- Glass Jewelry Metal Candles, Soaps & Oils
- Leather Food Fabric Pottery, Clay & Porcelain
- Paper Wood Miscellaneous Fine Arts

All fees benefit **Student Scholarships** and other educational enhancements.



APPLICATION

BOOTH REQUEST (please check all appropriate boxes)

- Falcon Hall (Gym) or Drumlin Hall (Cafeteria)
- 10' x 10' \$160.00 (2 checks \$25 non-refundable fee per booth/\$135 balance)
- Corner \$ 50.00 additional
- Electric \$ 10.00 per booth
- Tables # _____ N/C
- Chairs # _____ N/C

PAYMENT (checks, not including the fee, will be deposited on acceptance of application)

- Checks
Please make checks payable to Dutchess Community College Foundation.

- Visa Mastercard

Credit Card # _____ Exp. Date _____

Signature _____ Date _____

CONTRACT

I have read and understand all of the information regarding the policies and procedures as they are stated. I also agree to the enforcement of said policies and procedures and any subsequent correspondence.

Signature _____ Date _____

CHECK LIST

- Completed and signed application
- Copy of Tax Certificate
- Five photographs enclosed, emailed or website address
- \$25.00 non-refundable fee (per booth)
- \$135.00 booth fee balance—post date June 2011 (per booth)
- \$50.00 corner fee—if applicable
- \$10.00 electric fee—if applicable per booth

All fees benefit **Student Scholarships** and other educational enhancements.

DUTCHESS
COMMUNITY COLLEGE
FOUNDATION

DCCF Craft Fair 2011