



# 46th Annual Holiday Craft Fair

## **POLICIES AND PROCEDURES**

Application Deadline **June 9, 2017**

Late applications will be accepted subject to availability.

Questions: [Burnelle.Roser@sunydutchess.edu](mailto:Burnelle.Roser@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 9:00 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 25% 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**

## **JURY PHOTOGRAPHS**

Enclose or email (Burnelle.Roser@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 via mail or 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 REQUIRED to have 3 walls with the exception of corner booths which must have 2 walls and are expected to be attractive, with fabrics pressed and table cloths to the floor, 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. Tax ID must be displayed.

## **ELECTRICITY/TABLES/CHAIRS**

Booths will be provided these items based on prior request via application form. 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 24, from 3 - 8 pm and/or Saturday November 25 from 7:30 - 9:00 am. All booths are to be ready by 9:00 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.

## **PARKING**

Artist are required to park in the back of Falcon Hall if you are exhibiting in Falcon or in Lot D if you are exhibiting in Drumlin. Please keep the best parking available so customers will not get discouraged and leave without coming in.

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## **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 displayed in the booth, 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**

Pre-ordered lunches will be brought to your booth. There will be lunch items available in Falcon and Drumlin both days.

## **SMOKING**

Dutchess Community College became a tobacco-free campus beginning May 31, 2016. There is absolutely NO SMOKING allowed inside or outside any of the College buildings. The policy will prohibit the use of cigarettes, e-cigarettes, cigars, chewing tobacco, pipes, vaping, snuff, dip and all related products on college property.

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## **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 9, 2017

Notification Mailed by                      August 18, 2017

Show Dates                                      November 25 & 26, 2017

## **CONTACT INFORMATION**

Burnelle Roser (845) 431-8402  
email: burnelle.rosier@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
- \$145.00 booth fee balance per booth
- \$50.00 corner fee
- \$15.00 electric fee per booth
- \$10.00 table
- \$5.00 chairs

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.

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**APPLICATION**

**ARTIST'S INFORMATION**

Artist's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ License Plate \_\_\_\_\_

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)

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

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## APPLICATION

### BOOTH REQUEST (please check all appropriate boxes)

- Falcon Hall (Gym)                      or             Drumlin Hall (Cafeteria)
- 10' x 10' \$170.00 (2 checks \$25 non-refundable fee per booth/\$145 balance per booth)
- Corner                                      \$ 50.00 additional
- Electric                                     \$ 15.00 per booth
- Tables                                     \$ 10.00 per table    # of tables \_\_\_\_\_
- Chairs                                     \$ 5.00 per chair     # of chairs \_\_\_\_\_

**PAYMENT** (checks, not including the fee, will be deposited on acceptance of application)  
Make checks payable to **DCC Foundation**

You may pay online with Visa, MasterCard, Discover or American Express at  
**<https://1406.thankyou4caring.org/craftfair>**

### 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
- Fees
  - \$25.00 non-refundable fee (per booth)
  - \$145.00 booth fee balance—post date June 2017 (per booth)
  - \$50.00 corner fee—if applicable
  - \$15.00 electric fee/per booth—if applicable
  - \$10.00 each table—if applicable
  - \$5.00 each chair—if applicable



53 Pendell Road, Poughkeepsie, NY 12601-1595

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DUTCHESS COMMUNITY COLLEGE HOLIDAY CRAFT FAIR 2017

Your participation as an exhibitor in DCCF's Annual Holiday Craft 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 \$ \_\_\_\_\_

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

for the Door Prize Drawing at the Annual Craft Fair on November 25-26, 2017.

**Thank you for your support!**

Dutchess Community College Foundation  
53 Pendell Road  
Poughkeepsie, New York 12601  
(845) 431-8400  
[www.sunydutchess.edu/craftfair](http://www.sunydutchess.edu/craftfair)  
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