

Holiday Craft Fair

Sunday, December 3, 2017
WARRENSBURG, NY

October 30, 2017

Dear Arts & Crafts Vendors,

Warrensburg Chamber of Commerce will hold its Annual Holiday Craft Fair on Sunday, December 3, 2017 from 10:00 am until 3:00 pm in the Warrensburg Elementary Gymnasium. All kinds of original arts, authentic crafts, and artisanal foods are sought for the fair. In order to maintain the "hand-crafted" integrity of this event, only items personally handcrafted by you, the artist, will be accepted for display. Commercial or purchased-for-resale items and crafts are not permissible. Warrensburg Chamber of Commerce reserves the right to exclude, at any time, vendors whose items are not authentic arts or crafts.

You, the vendor, are responsible for providing everything you may require including tables and chairs, extension cords, etc. for your space. In addition, you are responsible for the set-up and clean-up of all materials at the end of the day. Demonstrations of your work during the fair will be greatly appreciated.

RESERVATIONS:

To secure a space at the fair please use, the attached reservation form or apply directly online at **www.warrensburgchamber.com**. No reservations will be made without payment (check, cash (in person), or credit card). Applications and payments can be mailed to:

Warrensburg Chamber of Commerce
C/O Holiday Craft Fair
3839 Main Street- Suite 2
Warrensburg NY 12885

NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.
NO RESERVATIONS WILL BE MADE WITHOUT PAYMENT.

Written confirmation will be sent to those vendors assigned space. Please do not assume that you have been assigned a space until you have received a written confirmation. Spaces must be reserved by November 23, 2017. If all spaces are filled, your fee will be returned and you will be placed on a waiting list in the event of a cancellation. Once again, we look forward to a successful fair this year!

Sincerely,

Warrensburg Chamber of Commerce Holiday Arts & Crafts Fair Staff

Warrensburg Chamber of Commerce
3839 Main Street Suite 2 - Warrensburg, NY 12885
518-623-2161

2017 Holiday Craft Fair Application

Part 1 Contact Information

First Name	Last Name	
Business Name		
Email	Phone	
Address		
City	State	Zip

Part 2 Merchandise

Indicate the type of merchandise that you plan to sell at event. We use this information to assign space and ensure vendors are properly distributed in the event space.

Toys	Craft
Clothing	Other (Describe)
Jewelry	

Part 3 Space Rental

Size 10 X 10	Cost \$50.00 EA.	Quantity	Total
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Part 4 Power

There is limited power available at select spaces. If you require power an additional fee of \$10.00 is required.

Do You require power? Please circle Yes or No	YES	NO
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Part 5 Payment

Amount Enclosed \$	Check# Made payable to WCOC	Credit Card : MC / VS / DISCOVER
Credit Card #	EXP. Date /	CVV Code _____ (3 digit # on Back of Card)

NO TELEPHONE RESERVATIONS WILL BE ACCEPTED. NO RESERVATIONS WILL BE MADE WITHOUT PAYMENT

Part 5 Liability and Terms

The Warrensburg Chamber of Commerce assumes no responsibility whatsoever for any property placed in the exhibit and is hereby discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained while in the exhibitor's area. *It is the vendors responsibility to obtain any and all State and local documentation to participate in the Holiday Craft Fair ie: NYS Tax ID, Health Permits, etc. Items sold must be handcrafted. The Chamber reserves the right to deny applications of vendors whose items do not meet our definition of "handcrafted".*

The Chamber reserves the right to reassign vendors to any space at any time to facilitate the success and safety of this event. Any vendor who acts in a manner the Organizers deem inappropriate towards staff or other vendors before or during the event will be asked to leave immediately. Written confirmation will be sent to those vendors assigned space. Please do not assume that you have been assigned a space until you have received a written confirmation. Spaces must be reserved by November 23, 2017. No refunds will be made after November 1, 2017. If all spaces are filled, your fee will be returned and you will be placed on a waiting list in the event of a cancellation. By Signing below you agree to all terms stated within this document.

SIGNATURE	Date
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