

August 1, 2011

Dear Crafter/Artisan:

It is our pleasure to inform you that the **7TH ANNUAL HARVEST CRAFT FAIR** will be held on Saturday, October 15, 2011 in the Holy Ghost Academy Gymnasium, 40 Marion Avenue, Tupper Lake, NY. We are pleased to extend an invitation to you to participate in this year's show. Please note that space is available on a first come, first serve basis. Because our mailing procedure is based on a seniority system, this application should be returned as soon as possible. Deadline for applications is **October 1, 2011**. Mandatory vendor attendance is required during show hours, and a New York State Tax ID number is required from all vendors.

Cost is \$35.00 per space with an additional \$5.00 for each table required. There is **NO ELECTRICITY** available. There are no pets allowed on the premises, so please do not bring your pets. (service dogs are allowed)

Show hours are from 9:00 A.M. – 4:00 P.M. on Saturday. Exhibiter set-up is from Friday evening from 7:00 P.M. – 9:00 P.M. and Saturday morning 7:00 A.M. – 9:00 A.M. Products are left at your own risk, as there will not be overnight security. Please be aware that we are not responsible for damaged or stolen items. After unloading in the loading area, please drive immediately to “vendor parking” area. All exhibitors must be set up by 9:00 A.M. and **remain set up until the close of the show**. Porters will be available Friday night, and Saturday morning and Saturday afternoon for your assistance in loading and unloading, and complimentary tea and coffee will be available during set up Saturday morning. Lunch will be available.

We had over 600 people attend last year's show and had vendors out into the hall. Door prizes were a big success. We really appreciated all donations from the vendors and hope you will consider donating again this year. **Door prizes are for guests only.** Vendors should not enter for prize drawings.

Thank you for your cooperation, and we look forward to seeing you in October.

Sincerely,

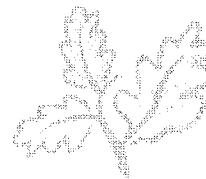
Craft Fair Directors

Sue Sherwood
56 Chaney Avenue
Tupper Lake, NY 12986
518-359-3821
sherbs1@roadrunner.com

Linda Perrigo
38 Stetson Road
Tupper Lake, NY 12986
518-359-2585
tandl@roadrunner.com



7th Annual Harvest Craft Fair



~at~

Holy Ghost Academy gymnasium
40 Marion Street
Tupper Lake, New York 12986

Saturday, October 15, 2011
9:00 am until 4:00 pm

*Booth space is 8 ft. wide x 8 ft. deep
Fee is \$35.00 per space*

PLEASE TYPE or PRINT CLEARLY: (*required)

*Exhibitor Name: _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip: _____ *Tax ID No: _____

*Phone: (_____) _____ Email: _____

Number of spaces requested: _____ Total payment enclosed: \$ _____

Do you require tables? _____ YES _____ NO (tables are 6 foot each)

of tables needed: _____ (at \$5.00 per table rental fee)

QUESTIONS??

Please contact Sue Sherwood at (518) 359-3821, or Linda Perrigo at (518) 359-2585. If no answer, please leave a message & we will return your call ASAP. Or, you may email questions to Sue at sherbs1@roadrunner.com

Space is limited! Please complete and return this form, including full payment to:

Linda Perrigo
38 Stetson Road
Tupper Lake, New York 12986

Deadline for registration for the show is October 1, 2011. No applications will be accepted after this date, so apply early. Registration is on a first come, first served basis. Confirmations will be mailed, along with more detailed information about the show. Please make checks payable, in full, to Linda Perrigo.

The undersigned applicant understands the conditions under which he/she will be allowed to exhibit in the Harvest Craft Fair on October 15, 2011. The undersigned agrees for his/her administrator and assigns, to release, discharge, indemnity and hold harmless the Diocese of Ogdensburg and St. Alphonsus Church and their assigns, agents & employees/representatives of from all claims, demands, action or cause of action, which may hereafter exist by reason of any damage, loss or injury which may be sustained by the undersigned in consequence of being allowed to participate in the Harvest Craft Fair.

Signature: _____ Date: _____

Briefly describe your craft(s): _____

(Do not write below this line)

Date application received: _____ Amount enclosed: _____
Date Confirmation sent: _____ Check number: _____

RULES FOR THE HARVEST CRAFT FAIR

1. All kinds of original and authentic arts & crafts are sought for the fair. In order to maintain the "hand-crafted" integrity of this event, only **handcrafted items** will be accepted for display. **Commercial or purchased-for-resale items and crafts are not permissible.** The show directors reserve the right to exclude, at any time, vendors whose items are not authentic arts or crafts.
2. Space is limited, so applications will be accepted on a first-come, first-served basis.
3. The exhibitor will occupy his or her booth at all times. No subletting of space is permitted.
4. Each exhibitor is responsible for collecting New York State Sales Tax. A certificate of authority is required. **Please send a copy of your certificate of authority along with your application to be kept on file.** The certificate of authority must be prominently displayed at the craft fair.
5. An application is a commitment to display your work during ALL scheduled hours of the fair. No refunds are issued for cancellations after the October 1, deadline.
6. Advance registration is required and the entry fee (no post-dated checks accepted) must accompany all applications. The deadline is October 1, 2011. An exhibitor will be notified of application receipt.
7. You, the vendor, are responsible for providing everything you may require including table covers (required), etc. for your space. Crafters must provide their own displays; these displays must be sturdy enough to withstand crowds, minimizing any potential for injury. Each crafter is responsible for his/her own display in case of loss or damage. 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 are greatly appreciated & assist with getting potential buyers.
8. Exhibitors will confine their display to their assigned space. Exhibitors will not take up additional space without first consulting the show directors. Your booth should not interfere with your neighbor's booth. The show directors will have the final say.
9. Set up time is on Friday evening from 7:00 – 9:00 pm, and Saturday morning from 7:00 – 9:00 am. Breakdown is after the show closes at 4:00 pm. Setup and breakdown times will be strictly enforced. Breakdown will not begin until the end of the show.
10. If you have a problem at the fair, please contact the show directors immediately. We will be present to ensure a safe and profitable event for all concerned.
11. All rules will be strictly enforced. The show directors reserve the right to make final interpretation of the rules.