

**St. Luke the Evangelist Parish, Christmas Craft Fair**  
**Saturday, November 4, 2017 — 9:00 am - 3:00 pm**  
**8 Atkinson Depot Road, Plaistow, NH 03865**

**APPLICATION DEADLINE Second Jury Period July 31, 2017**

St. Luke the Evangelist Parish is continuing its popular tradition of a **juried** Craft Fair for its 10<sup>th</sup> annual Christmas Craft Fair on November 4, 2017, 9:00 am - 3:00 pm.

We will present a variety of quality handmade crafts and American-made items. Decisions of the jurors are based on the merit and quality, as well as overall balance, of the various media represented.

Work must be original and executed by the applicants. The finished product must reflect a high level of skill. Absolutely no imported, craft-kit or manufactured/mass-produced items will be accepted. All decisions will be final. Crafters and artists accepted through the jury process will be assigned excellent placements in the hall.

Crafters and artists are encouraged to demonstrate their technique during the fair, if practical to do so. Demonstrations tend to increase the amount of time our visitors spend at your table.

The Christmas Craft Fair takes place at St. Luke the Evangelist Parish Center on Atkinson Depot Road (Route 121) in tax-free Plaistow, NH. In addition to the 25 outstanding juried crafters, the Fair will feature live entertainment, children's activities and St. Luke's famous homemade Cookie Heaven. This is a family oriented event.

Additional entertainment includes a Silent Auction, \$1,000 Cash Raffle, Wine Raffle, Penny Sale, Basket Raffle, Quilt Raffle, Jewelry, Country Store and Bake Sale. Refreshments are available throughout the day, plus photo opportunities with Santa Claus. All proceeds from the Fair benefit the ministries of St. Luke the Evangelist Parish (Plaistow/Newton, NH).

The Christmas Craft Fair is widely promoted online, in print, through local businesses and yard signs. It is well attended by approximately 1,500 visitors from New Hampshire, Massachusetts and other parts of New England.

Crafters and artists do not need to be from Plaistow or Newton, NH. If you would like to participate in the 2017 St. Luke the Evangelist Christmas Craft Fair, please complete the attached/enclosed application. **Applications for the second jury period will be accepted until July 31, 2017, and are available at the parish web site: <http://stlukenh.org>** under News & Events.

If you have any questions, please call the Parish Office: 603-382-8324 or email Craft Fair at: [stlukenhfair@gmail.com](mailto:stlukenhfair@gmail.com)

## GUIDELINES/TERMS/CONDITIONS

### St. Luke the Evangelist Christmas Craft Fair — November 4, 2017

1. All items must be handmade or handcrafted by the applicant. Baked goods are not permitted.
2. Selections will be made from the primary classifications listed on the application. To ensure balance and fairness to all crafters, each classification has a limited number of openings; however, no vendor is guaranteed exclusivity of item type in any classification.
3. You must submit at least three recent photographs of the work to be sold that demonstrate the quality and best depiction of your craft, one of which must be a work-in-progress image of yourself making your craft. Digital/iPhone photos are acceptable, if they show your items clearly. Please number and label your photos with your name and contact information. Photos may be sent with the application and check, or sent to Craft Fair at: [stlukenhfair@gmail.com](mailto:stlukenhfair@gmail.com), with subject: **Vendor Photos**. You may also send a full-color brochure/flyer in lieu of photographs.
4. Crafters will not be juried until payment and photographs are received.
5. Cost per space is \$50 due with application. Use of electricity is an additional \$5 due with application.
6. Crafters keep all of their sales proceeds.
7. Checks will not be deposited until jury acceptance of the crafter is confirmed. If not accepted for the 2017 Fair, your check will be voided and returned to you (if you have supplied a stamped envelope).
8. Checks are payable to *St. Luke the Evangelist Parish* with "Fair 2017" in the memo line. A complete and signed application, and a self-addressed stamped envelope, must be included with your check. Photographs/brochure/flyer should be included with your application, unless being sent electronically.
9. Once selected, crafters may display and sell only the type of work which was juried/on the application.
10. Space assignment is 8 feet wide and approximately 4 feet deep.
11. Your display must fit in the allotted space. You will be asked to remove anything that is outside the 8 foot wide parameter, in the aisles, or that infringes on adjacent exhibitor areas.
12. If you are bringing your own display table and/or panels, please include an additional photograph that shows the full booth set-up. Please provide overall dimensions (width x depth x height).
13. Open fire/flames, e.g. lighted candles, are not permitted in the Parish Center.
14. A maximum of only 25 spaces is available; therefore, crafters are limited to one space to ensure the greatest variety and balance of products for our visitors. Please do not ask for two tables/spaces.
15. Sampling of crafters' handmade food and/or beverages for sale is permitted.
16. Crafters are required to donate one or more handmade items valued at \$25 or more to be included in the Silent Auction. The item(s) noted on your application is the item(s) that is to be given to our Vendor Coordinator on the day you set up. Please do not take the item(s) to the Silent Auction area yourself.
17. St. Luke's reserves the right to use the jury accepted crafter's color photographs of their craft and/or booth display to enhance Fair advertising.
18. Jury accepted crafters are asked to assist in Fair publicity by sending emails to their clients, family and friends, and/or by posting information and photos to your web site, Facebook page, Twitter account and/or other social media.
19. You are encouraged to bring marketing materials to hand out to our visitors.
20. Set up is on Friday, November 3<sup>rd</sup> from 3:00 p.m. to 8:00 p.m. With preapproval, and if you're using one of our tables, set up may be on Saturday November 4<sup>th</sup> from 7:30 a.m. to 8:30 a.m. In either case, you must be completely set-up with all aisles clear by 8:30 am on November 4<sup>th</sup>. There are several steps down into the Parish Center and there is no elevator service or handicapped entrance.
21. Crafters will park in the designated area away from the entrance to the Parish Center once they have unloaded their items and/or display.
22. St. Luke's reserves the right to oversee crafter displays after set up and also to reject work not included on the application or is not similar to the work submitted to be juried.
23. Crafters are responsible for moving everything needed for their space in and out of the Parish Center, including all display and packing materials. Cardboard boxes must be broken down prior to discarding. Trash must be placed in provided receptacles.
24. Break down may not begin before 3:00 pm Saturday, November 4<sup>th</sup>.
25. Non-service animals are not permitted in the Parish Center.

# APPLICATION

**St. Luke the Evangelist Christmas Craft Fair  
November 4, 2017**

<b>For Office Use Only</b>	Vendor # _____
Date Received _____	Check # _____
Application _____	Amount Received \$ _____
Photographs _____	Check returned: Yes / No _____
Accepted: Yes / No _____	
Item donated to Silent Auction _____	
Value \$ _____ Received _____	

PLEASE PRINT

My signature below indicates that I have read and agree to all guidelines, terms and conditions as described. My signature also indicates that St. Luke the Evangelist Parish, its staff and volunteers shall not be held liable for property damage or personal injury to me or my property, inside or outside the building.

Crafter's Full Name: \_\_\_\_\_

Name of Business (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Please check the category that best describes your work:

- |   |  |                                     |  |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> Christmas        | <input type="checkbox"/> Fabric/Fiber/Textiles | <input type="checkbox"/> Dolls/Toys | <input type="checkbox"/> Food/Beverage |
| <input type="checkbox"/> Pottery/Ceramics | <input type="checkbox"/> Jewelry/Accessories   | <input type="checkbox"/> Wood/Metal | <input type="checkbox"/> Candles/Soap  |
| <input type="checkbox"/> Leather          | <input type="checkbox"/> Paper                 | <input type="checkbox"/> Glass      | <input type="checkbox"/> Other         |

Please provide a comprehensive description of the handmade craft or item that you're selling: (Descriptions will be used to help determine hall location to avoid crafters with similar products being at adjacent tables, if at all possible. Items not listed here may be rejected from the Fair. Please use reverse side if necessary.)

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Item(s) donating to Silent Auction: \_\_\_\_\_ Value \$ \_\_\_\_\_

(This description will be used to prepare Silent Auction bid sheets. Substitutes are strongly discouraged. Please use reverse side if necessary.)

I will bring my own table: Yes\_\_\_ No\_\_\_ (no larger than 8' wide & 3' deep, or 3' in diameter, or 3' square)

I need to use your 8' table: Yes\_\_\_ No\_\_\_ I would like a 6' table, if available: Yes\_\_\_ No\_\_\_

(First come, first serve due to a limited number of both 8' and 6' tables.)

\_\_\_ I will send my photographs via email to Craft Fair at: [stlukenhfair@gmail.com](mailto:stlukenhfair@gmail.com) subject: **Vendor Photos**

Indicate if you have special needs. (We will do our best to accommodate you; e.g. handicapped and need help)

Do you need electricity? Yes\_\_\_ No\_\_\_ **\*\*\*You must bring your own power strip and extension cord.**

When will you be setting up? Friday \_\_\_ Anticipated arrival time: \_\_\_\_\_

**With preapproval & if using one of our tables: Saturday \_\_\_ Must be completely set up by 8:30 am**

\_\_\_ This is the first time I've applied to participate in St. Luke the Evangelist Christmas Craft Fair.

I have enclosed a check in the amount of \$ \_\_\_\_\_ (Space \$50; plus \$5, if electricity needed) payable to **St. Luke the Evangelist Parish** with "Fair 2017" in Memo Line. Please note, check will not be processed until after July 31, 2017, for second jury period.

**\*\*\* If I am unable to attend after jury acceptance is confirmed, my payment is considered a donation to the Christmas Craft Fair and is not refundable.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application, any attachments and full payment to:**

Christmas Craft Fair Vendors, St. Luke the Evangelist Parish, 8 Atkinson Depot Road, Plaistow, NH 03865

**If you have any questions, please call the Parish Office: 603-382-8324 or email Craft Fair at: [stlukenhfair@gmail.com](mailto:stlukenhfair@gmail.com)**

*Thank you for applying to the 10<sup>th</sup> Annual St. Luke the Evangelist Parish Christmas Craft Fair!*

6/15/2017