

St. Luke the Evangelist Parish
11th Annual Christmas Craft Fair
8 Atkinson Depot Road, Plaistow, NH 03865

Saturday, November 10, 2018 from 9:00AM - 3:00PM

First Jury Period APPLICATION DEADLINE is May 7, 2018

St. Luke the Evangelist Parish will hold its popular tradition of a **juried** Craft Fair for its 11th annual Christmas Craft Fair on Saturday, November 10, 2018, from 9:00AM - 3:00PM.

We present a variety of quality, handmade crafts and American-made items each year. Vendors are chosen by a panel of jurors whose final decisions are based on merit, quality, and overall balance of the various media represented.

All finished work/product must reflect a high level of skill as well as be original and executed by the applicants. Imported, craft-kit and/or manufactured or mass-produced items absolutely will NOT be accepted. All decisions are final. Crafters and artists accepted through our jury process will be assigned excellent placements in the Parish Center.

The Christmas Craft Fair takes place at St. Luke the Evangelist Parish Center, 8 Atkinson Depot Road (Route 121) in tax-free Plaistow, NH. In addition to over 20 outstanding juried crafters, this family-oriented event features St. Luke's famous homemade Cookie Heaven, a variety of live entertainment, and children's activities.

Additional features of our Fair include: Photos with Santa, Silent Auction, \$1,000 Cash Raffle, Wine Raffle, Penny Sale, Basket Raffle, Quilt Raffle, Jewelry Table, a Country Store and Bake Sale. Lunch and refreshments are also available throughout the day at the Fair Cafe. All Fair proceeds benefit the ministries of St. Luke the Evangelist Parish.

The Christmas Craft Fair is widely promoted online, in print, through local businesses, and yard signs. Each year, our Fair is very well attended by 1,500+ visitors from all over New Hampshire, Massachusetts and other parts of New England.

If you would like to participate in the 2018 St. Luke the Evangelist Christmas Craft Fair, please complete the attached/enclosed application. **Applications for the first jury period will be accepted until May 7, 2017, and are also available at the parish website <http://stlukenh.org>** under News & Events. Crafters and artists need not be from Plaistow or Newton, NH.

If you have any questions, please email the Craft Fair Chairman directly at stlukenhfair@gmail.com or call the Parish Office: 603-382-8324.

Guidelines / Terms / Conditions

St. Luke the Evangelist 11th Annual Christmas Craft Fair

1. All items must be handmade or handcrafted by the applicant. Baked goods are not permitted.
2. Jury selections are 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 and no vendor is guaranteed exclusivity of item type in any classification.
3. Crafters will NOT be juried until completed application, photographs and full payment have been received.
4. You MUST submit at least three recent photographs of the work to be sold demonstrating the quality and best depiction of your craft. One (1) photo MUST be a work-in-progress image of yourself making your craft. Please number and label your photos with your name and contact information. Photos should be sent in with the completed application and check. Digital photos may be emailed to Craft Fair at: stlukenhfair@gmail.com. Please put **Vendor Photos** in the subject line. A full-color brochure/flyer may be sent in lieu of photographs.
5. Cost per space is \$50 due with application. Use of electricity is an additional \$5 due with application. Checks are payable to **St. Luke the Evangelist Parish** please put **Fair 2018** in the memo line. A complete and signed application, along with a self-addressed stamped envelope, must be included with your check. Photos should be sent in with the completed application and check, unless being sent electronically as stated above.
6. Checks will not be deposited until jury acceptance of the crafter has been confirmed. If you are not accepted for the 2018 Fair, your check will be voided and returned to you, if you supplied a self-addressed stamped envelope.
7. Sampling of crafters' approved handmade food and/or beverages for sale is permitted.
8. Crafters are required to donate one or more handmade items valued at a minimum of \$25 to be included in the Silent Auction. All Silent Auction donations must be given to the Fair Vendor Coordinator at Check-In. Please do not take your item(s) to the Silent Auction area yourself.
9. Crafters keep all of their sales proceeds.
10. A maximum of 25 spaces are available at our fair, therefore crafters are limited to one 8'W x 4'D space to ensure the greatest variety and balance of products for our visitors. Additionally, displays should not exceed 6' in height. Your display must fit in the allotted space. You will be asked to remove anything that is outside the 8' W x 4' D x 6' H parameter, in the aisles, or that infringes on adjacent exhibitor areas.
11. 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).
12. St. Luke's reserves the right to oversee crafter displays after set up and also to reject work not included on the application or that is not similar to the work submitted to be juried. Crafters may display and sell only the type of work which was juried and indicated on the application.
13. St. Luke's reserves the right to use the jury accepted crafter's color photographs of their products and/or booth display to enhance Fair publicity.
14. Accepted crafters are asked to assist in Fair publicity by sending emails to clients, family and friends, and/or by posting information and photos to your website, Facebook page, Twitter account and/or other social media. You are encouraged to bring marketing materials to hand out to our visitors.
15. Set up, for all crafters, is on Friday, November 9th from 3:00PM to 8:00PM, unless you request and are pre-approved for 7:30AM Saturday set-up by the Craft Fair Chairman. In either case, you must be completely set-up, with all aisles clear, by 8:30AM, on Saturday, November 10th.
16. Please Note: There are several steps down into the Parish Center and there is no elevator service or handicapped entrance. Crafters are responsible for moving everything needed for their space, in and out of the Parish Center, including all display and packing materials. Unfortunately, we do not guarantee help loading or unloading items, to or from, the Parish Center. Please plan accordingly.
17. Crafters will park in the designated area away from the entrance to the Parish Center once they have unloaded their items and/or display.
18. Break down may not begin before 3:00PM, Saturday, November 10th.
19. Cardboard boxes must be broken down prior to discarding. Trash must be placed in provided receptacles.
20. Neither non-service animals nor open fire/flames, e.g. lighted candles, are permitted in the Parish Center.

APPLICATION

**St. Luke the Evangelist Christmas Craft Fair
Saturday, November 10, 2018**

Have you applied to our fair before? YES ___ NO ___

PLEASE PRINT

Crafter's Full Name: _____

Name of Business (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

Please check the category that best describes your work:

- | | | | |
|----------------------|---------------------------|----------------|-------------------|
| ___ Christmas | ___ Fabric/Fiber/Textiles | ___ Dolls/Toys | ___ Food/Beverage |
| ___ Pottery/Ceramics | ___ Jewelry/Accessories | ___ Wood/Metal | ___ Candles/Soap |
| ___ Painting | ___ Paper | ___ Glass | ___ 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.)

Photos of Work: ___ Included with application ___ Sent via email at: stlukenhfair@gmail.com

(Photos must include at least one (1) work-in-progress image of yourself making your craft)

Donated Item For Silent Auction: (Silent Auction bid sheets are prepared based on this description. Substitutes are strongly discouraged.)

_____ Value \$ _____

Indicate special needs/requests here: (We will do our best to accommodate you; e.g. handicapped and need help)

TABLES: (Table assignment is first come, first served based on request, due to a limited number of both 8' and 6' tables.)

I will use St. Luke's 8' table: Yes ___ No ___ I would prefer a 6' table, if available: Yes ___ No ___

I'm bringing my own table: Yes ___ No ___ I have a vertical display: Yes ___ No ___

(Your own tables must NOT be larger than 8' wide & 3' deep, or 3' in diameter, or 3' square. Additionally, your entire display & work area must fit inside the allotted space of 8'W x 4'D and not exceed 6'H. If you plan to bring your own display and/or panels, please include an extra photo of your full booth set-up as well as the overall dimensions WxDxH)

ELECTRICITY: (\$5.00 extra)

Do you need electricity? Yes ___ No ___ (If yes, please note: we have very few spots with electricity available so they are allocated out first come, first served, and you must bring your own power strip & extension cord)

SET-UP: (Set up is on Friday, November 9th from 3:00PM to 8:00PM, unless you secure pre-approval from the Craft Fair Chairman to set up on Saturday morning. If you secure Saturday set up, you MUST use one of our tables and be completely set up with all aisles clear by 8:30AM)

Friday, November 9 _____ Indicate anticipated arrival time: _____ (3:00PM -8:00PM)

*Saturday, November 10 _____ Indicate anticipated arrival time: _____ (7:30AM -8:00AM)

*pre-approval from the Craft Fair Chairman required

My signature below indicates all of the following: I have read and agree to all guidelines, terms and conditions as described. 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. If I am unable to attend the Fair after jury acceptance is confirmed, my payment is considered a donation to the Christmas Craft Fair and is not refundable. I have enclosed a check in the amount of \$ _____ (\$50 for vendor space plus \$5 for electricity, if requested). Checks are made payable to **St. Luke the Evangelist Parish** with "Fair 2018" in memo line. NOTE: checks will not be processed until after May 7, 2018 for the first jury period.

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 email the Craft Fair Chairman directly at stlukenhfair@gmail.com or call the Parish Office, 603-382-8324

Thank you for applying to the 11th Annual St. Luke the Evangelist Parish Christmas Craft Fair