



## ARTS & CRAFTS SHOW RULES & REQUIREMENTS

Saturday: 10 am – 6 pm | Sunday: Noon – 6 pm

Rain or shine | Jury Deadlines: February 15 and March 15

**Call for Applications!** Qualified artisans are invited to apply to the Celebrate! West Hartford Arts & Crafts Show held on the beautiful Town Hall Common in West Hartford, Connecticut. The Arts & Crafts Show is a main focus of Celebrate! West Hartford, a two-day town event featuring musical entertainment, amusements and a large food court. Nearly 40,000 people attend the event each year. The show features the original works of more than 160 master artists and crafters. Most exhibitors enjoy a high level of success, and return year-after-year, much to the delight of their devoted customers.

*Please read the show information below carefully and make special note of the jury dates.*

Thank you for your interest!

**Qualifications:** Works are accepted in all major arts & crafts categories. Exhibitors are accepted based on the originality and quality of their workmanship, the appropriateness of their products for this market, and on the availability of space within specific arts & crafts categories. Only the original work of the participating exhibitor may be sold. Imports, works made from kits of any kind, manufactured articles, wholesale goods, and food items of any kind are excluded. Health/beauty products may be accepted with restrictions\*. Sale or exhibit of items not listed on the application form will not be allowed. Booths will be monitored throughout the show.

**Jurying:** Juries are held **February 15** and **March 15**. Applicants will be notified of their acceptance, rejection or wait-list status shortly thereafter. Those not accepted will receive their refunded space fees at that time. Once a category is full, applications will continue to be juried, and approved applications will be placed on a waiting list. Participation in a prior year's show does not guarantee acceptance for the current year's show.

**Requirements:** The jury requires one image of your complete display and three images representing the works to be sold at the show. These must accompany your application and be in one of the acceptable formats below:

- **Email** images in digital JPEG format with completed application (with credit card payment) to [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov). **The subject line should read: CWH Your Name (e.g., Subject: CWH John Smith)**. Fillable application can be accessed at [www.CelebrateWestHartford.com](http://www.CelebrateWestHartford.com) on the Arts & Crafts page.
- **Mail** images as slides, photos or on a CD with completed application (with check or credit card payment) to: Barbara Belmont, Celebrate West Hartford-Arts & Crafts, 50 South Main Street, West Hartford, CT 06107. Enclose a stamped, self-addressed envelope large enough for the return of your materials and/or your jury notification.

**Sales Tax:** Connecticut State tax laws require all exhibitors to have and display a valid Connecticut State tax number. To apply for a Connecticut State tax number, visit [www.CelebrateWestHartford.com](http://www.CelebrateWestHartford.com) (click on Arts & Crafts Show) and download form REG-1 and the application instructions. Or contact the Department of Revenue Services at [www.ct.gov/drs](http://www.ct.gov/drs). Exhibitors are responsible for handling sales, providing change, collecting payments and reporting sales tax. The show may be monitored by tax department regulators. Exhibitors not in compliance will be asked to leave. No refunds will be granted. If your sales tax number is pending, please notify Barbara Belmont ([BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov)) when you receive your tax number.

**Spaces:** Spaces are on grass and are adjacent with no walkways in between. All displays must be enclosed in white tents with side panels so they can be secured at night. Tents and display units must fit within the space perimeters. While every effort will be made to accommodate special requests, final space assignments will be made at the discretion of the committee. It is the responsibility of exhibitors to provide their own display equipment (tents, tables, chairs, counters, etc.). Electricity is not available. Spaces may not be shared.

**Smoking is not allowed** on the show grounds.

**Space Fees:** Space fees are non-refundable, unless the jury denies participation. Full payment of space fee must accompany the application form. Checks may not be postdated. We accept payment by Visa or MasterCard.

**Security:** Exhibitors may leave their tents and displays up overnight. Although general security will be provided on site from 6 pm Saturday to 6 am Sunday, it is recommended that all merchandise be removed from the displays overnight.

\***QUESTIONS?** Contact Barbara Belmont: [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov) or 860-561-7515



# ARTS & CRAFTS SHOW APPLICATION

Please refer to *SHOW RULES & REQUIREMENTS* before completing this application.

Jury Deadlines: February 15 and March 15

An electronically 'fillable' form is available at [www.celebratewesthartford.com](http://www.celebratewesthartford.com). Fill it out, save it as a PDF, and email it as an attachment to [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov) with required images and credit card payment. Or, print 'filled' application and mail it in with the required images in CD, print or slide format and payment by check or credit card.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Day phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

CT State Tax Number (required): \_\_\_\_\_  Check here if application is pending. See "Sales Tax" info on Instruction Sheet.

Media/ Category ~ check only one:

<input type="checkbox"/> Leather	<input type="checkbox"/> Metal	<input type="checkbox"/> Glass	<input type="checkbox"/> Photography	<input type="checkbox"/> Fine Arts/Graphics
<input type="checkbox"/> Other _____	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Pottery	<input type="checkbox"/> Textiles	<input type="checkbox"/> Wood
			<input type="checkbox"/> Mixed Media	

Please provide a **one or two word** description of your work for the Event Program: \_\_\_\_\_

Images Required with Application:  Emailed  Enclosed (e.g., *metal sculpture, landscape photography*)

1. Image required of booth display	_____	_____	_____
	Object/Description	Price Range	Medium, Materials, Techniques
2. _____	_____	_____	_____
	Object/Description	Price Range	Medium, Materials, Techniques
3. _____	_____	_____	_____
	Object/Description	Price Range	Medium, Materials, Techniques
4. _____	_____	_____	_____
	Object/Description	Price Range	Medium, Materials, Techniques

Check here if you do **NOT** want your images reproduced in publicity materials.

Please indicate any special needs or requests: \_\_\_\_\_

### PARKING

Free parking will be assigned in parking lots adjacent to the show.  
**Vehicle info below must be complete or application will be returned.**

	MAKE & MODEL	LICENSING STATE	LICENSE PLATE #
<input type="checkbox"/>	Automobile/SUV	_____	_____
<input type="checkbox"/>	Van	_____	_____
<input type="checkbox"/>	Truck	_____	_____
<input type="checkbox"/>	RV/Camper	_____	_____
<input type="checkbox"/>	I will be driving two vehicles and will require an additional parking space.		
<input type="checkbox"/>	I will be pulling a trailer and will require an additional parking space.		
<input type="checkbox"/>	I have a handicapped parking permit and require handicapped parking.		

**Email to:** [BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov)  
**Mail to:** CELEBRATE! WEST HARTFORD-Arts & Crafts  
 50 South Main Street, Room 128  
 West Hartford, Connecticut 06107  
 Include a stamped self-addressed envelope large enough to return your slides, CD or photographs and/or jury notification.

### SPACE REQUEST

STANDARD SPACE	CORNER SPACE
___ 10 x 10 = \$250	___ 10 x 10 = \$300
___ 10 x 20 = \$500	___ 10 x 15 = \$425
___ 10 x 30 = \$750	___ 10 x 20 = \$550

Corner spaces are limited and will be assigned on a first-come, first-served basis. Please indicate your preference with 1st and 2nd ranking. Overpayments will be returned.

### PAYMENT BY CHECK OR MONEY ORDER

Check or money order is payable to: **Town of West Hartford** and must accompany application and may not be postdated. Fees are not refundable.

### PAYMENT BY CREDIT CARD

VISA       MasterCard

No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Questions:** [Barbara Belmont](mailto:BarbaraBelmont@WestHartfordCT.gov)  
 860-561-7515  
[BarbaraB@WestHartfordCT.gov](mailto:BarbaraB@WestHartfordCT.gov)  
[www.celebratewesthartford.com](http://www.celebratewesthartford.com)

**Liability:** I bring to, keep and remove my property (including but not limited to, goods, tables, tents, vehicles, trailers or RVs) from the event at my sole risk. I knowingly, intelligently and voluntarily assume sole responsibility for me, my property, and persons working for or volunteering on my behalf. I shall hold harmless the Town of West Hartford, its officials, officers, agents, employees, representatives and sponsors, for all liabilities as a result of any action, claim, costs, damages, judgments, litigation costs, attorneys' fees, penalties or fees for bodily injury and property damage sustained by any person or concern caused in whole or in part by me, my goods and services, and persons working for or volunteering on my behalf at this event.  
**I understand and accept all the terms and conditions in this Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date