

## Application Procedures for the Old Saybrook Arts & Crafts Festival

1. **Complete and Sign Application.** Return to:  
Old Saybrook Arts & Crafts Festival  
P.O. Box 625  
Old Saybrook, CT 06475

**Postmarked by:**

February 25, 2011 for early rates  
March 11, 2011 for standard rates

2. **Send a CD** of four (4) recent works or five (5) 35mm slides and your booth display. Photo must be of good quality representing work to be exhibited. Label each slide with the artists name, slide number (corresponding to the numbered description on the application), and indication of the top. In addition, please enclose a photo of yourself in the workspace.
3. **CD/Slides will be returned only** if a self-addresses envelope with appropriate postage is included with the application.
4. **Include two (2) checks with your application.** A booth fee and a non-refundable application fee payable to the Old Saybrook Chamber of Commerce according to the following guidelines:

With Entry Postmarked	Booth Fee	Application Fee
On or before 2/25/11	\$240.00	\$25.00
Before 3/11/11	\$290.00	\$25.00

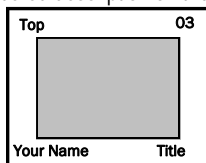
5. **Application must include a copy** of your Connecticut Sales Tax Certificate with your tax number clear. If you do not have a tax number, see how to apply for one in the Rules and Regulations on the reverse.
6. **Applications that are not complete or incorrect** will NOT be juried until all aspects of the application are completed properly.

**Checklist:**

- Signed and completed application
- CD or slides of your recent work
- Photo of yourself in your workspace
- Self-addressed envelope with proper postage if work is to be returned
- 2 checks (payable to Old Saybrook Chamber of Commerce) for booth and non-refundable application fee
- CT State Sales Tax ID number

**Label CDs:** Please title PDF files on the CD

**Label Slides:** Please clearly mark the top slide number (corresponding to the numbered description on the application) and your name on each slide



**Example:** Studio Space  
Artist Photo  
Outdoor Exhibitor Photo



One Main Street, P.O. Box 625  
Old Saybrook, CT 06475-0625

## EXHIBITOR APPLICATION

# 48th Annual



July 23 and 24, 2011



“YOUR GATEWAY TO  
SOUND BUSINESS”

One Main Street, P.O. Box 625  
Old Saybrook, CT 06475-0625  
p: 860.388.3266 f: 860.388.9433  
e: info@oldsaybrookchamber.com

## Exhibitor Application for the Old Saybrook Arts & Crafts Festival

Application is made to the Old Saybrook Arts & Crafts Festival for the right to participate and exhibit in the July 23 and 24, 2011 festival.

The undersigned agrees to pay booth and application fees as detailed in the instructions (see back). In consideration of the mutual benefits, I agree to abide by the rules established by the Old Saybrook Arts & Crafts festival committee, which I have carefully read.

I understand that the Old Saybrook Arts & Crafts Festival, the town of Old Saybrook and the Chamber of Commerce are not responsible for any loss, damage or injury to person or property during the festival. **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website \_\_\_\_\_

CT Tax ID # \_\_\_\_\_

Auto Make & Model \_\_\_\_\_

License Plate # & State \_\_\_\_\_

RV / trailer size \_\_\_\_\_

### MEDIA:

(Circle one the best describes the work you are entering)

Fine Art	Fine Craft
Acrylics	Ceramics/Pottery
Graphics	Fiber
Mixed Media	Glass
Oils	Jewelry
Pastels	Leather
Photography	Metal
Sculpture	Wood
Watercolors	Embellishment (decorating of pre-made product, clothing furniture, found objects)

### Description:

\_\_\_\_\_

\_\_\_\_\_

### Description of Images on CD/Slides:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_  
(booth display)

Detach Here

## Rules and Regulations for the Old Saybrook Arts & Crafts Festival

- Entries in both art and craft categories will be accepted. Categories will be considered by separate juries.
- There are an estimated 160 exhibitor spaces available.
- All entrants must submit to jury. Prior participation does not guarantee acceptance in this year's show. The goal of the jury is to have a diversified show.
- All work is juried throughout the application process and in the order that the applications are received.
- All applications must be postmarked or hand delivered by February 25, 2011. Applications postmarked after this date will be reviewed on a space basis only. We reserve the right to deny entrance after March 11, 2011.
- Notifications will be mailed by April 15, 2011 of acceptance or non-acceptance to the festival. No notification by telephone will be given prior to written notification
- Except for the \$25 application fee, the booth fee will be refunded in full if a written cancellation is received by May 31, 2011 or if you are not accepted. NO refunds will be given after that date.
- All exhibited work MUST be original art/craft work of the registered and juried artist or craftsman. Reproductions MUST be numbered and signed and clearly labeled as such. Exhibitors will be asked to leave if not in compliance of these rules and will not be invited back.
- Work must fit into one of the Media categories listed on the application to be considered by the jury.
- You may not exhibit work from other artists for resale.
- Official show time is Saturday, July 23, 2011 from 10:00 am to 5:00 pm and Sunday, July 24, 2011 from 10:00 am to 4:00 pm.
- Set-up time is from Noon until 5:00 pm on Friday, July 22. All set-up MUST be completed by 10:00 am Saturday. No exceptions.
- Absolutely NO early set-up or tear down. No set-up before Noon on Friday July 22. No tear down before 4:00 pm on Sunday, July 24. There is NO driving allowed on the town green.
- Exhibitors may leave the booth intact Saturday night. However, with limited security, the town of Old Saybrook and the Old Saybrook Chamber of Commerce are not responsible for damages or theft.
- Each participant is pre-assigned a 15' x 10' space. Racks and tents must be able to withstand crowds and winds.
- Due to the nature of a town green show, space and layout is not an exact science. Spaces will be visibly marked. Locations may change in the final layout.
- Exhibits must be tended by artists at all times. Committee volunteers are available to provide 15 minute "rest breaks" upon request.
- Please be aware that this is an outside event. The show goes on rain or shine. As weather is unpredictable, it is the artist's responsibility for the protection of their work. The Old Saybrook Police Department have final say in emergency situations.
- Decisions made by the Old Saybrook Arts & Crafts chairperson in regard to jury selection, awards and space allocations are final.
- Connecticut State Sales Tax Certificates are required. A copy of your current CT sales tax certificate (with your tax number clearly shown) must be sent with your application. If you haven't received your number but have applied for it, a copy of your sales tax application will hold your space until you forward a copy of your approved certificate. Payment of sales tax is the responsibility of the exhibitor. For CT sales tax information, contact CT Department of Revenue Services at 800-382-9463 or online at [www.ct.gov/drs](http://www.ct.gov/drs).
- Images required: All artisans must submit five (5) slides and/or images on a CD. CDs are preferred. Four (4) must show the work to be exhibited and one (1) of a view of the entire display. In addition, a photo of the artisan in their workspace must be submitted. Please see reverse for details.
- The Old Saybrook Arts & Crafts Festival has the right to remove an exhibitor at any time, for violation of any of the above rules and regulations.

### For Committee Use Only

Application received: \_\_\_\_\_

Application Fee received:  
\_\_\_\_\_ \$ \_\_\_\_\_ Ck# \_\_\_\_\_

Booth Fee received:  
\_\_\_\_\_ \$ \_\_\_\_\_ Ck# \_\_\_\_\_

### Mail to:

Old Saybrook Arts & Crafts Festival  
P.O. Box 625  
Old Saybrook, CT 06475-0625