



# OXFORD CULTURAL ARTS COMMISSION

*"Promoting and Preserving Culture and the Arts in Oxford"*

## Oxford's Annual SPRING FAIR

**Annually 1st Saturday of May Time: 10am - 2pm**

Oxford Town Hall - located at 486 Oxford Rd. Oxford, CT 06478

### OCAC Use Only

Accept  Rej

Pics  Pd

Location: \_\_\_\_\_

**APPLICATION DEADLINE: March 30 EVENT IS MAY 3, 2025**

Acceptance will be confirmed by email by the latest by April 15. Once confirmed the registration fee is non-refundable. Vendor spaces are **\$55** marked sized **10'x10'** **This is a rain or shine event, please be prepared for the weather**

### I. VENDOR APPLICATION INFORMATION

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

Applicants Name: \_\_\_\_\_

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

Applicant Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ CT Sales Tax ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Category of goods/craft to be sold:

Candles, Soaps, Scents, Health & Beauty	<input type="checkbox"/> Authors/Books and Papercrafts	Fiber Art, Sewing, Quilting, Crochet, Handbags and Blankets	Food Sales & Food Trucks
Giftware, Holiday Items	<input type="checkbox"/> Jewelry	Home Decor, Furniture, Antiques & Upcycled Items	<input type="checkbox"/> Leather/Metal
<input type="checkbox"/> Painting, Photography, Visual Arts	Pottery and Glassware	Wood, Carvings, Carpentry	Clothes, hats, glasses wearables
Farmstand, Flower, Plants, Foliage, Planters	Sports, Teams, gaming	Business Sharing Information	Other



**ON THE WEB**  
OxfordCulturalArts.org



**eMAIL**  
CulturalArts@oxford-ct.gov



**PHONE**  
203-888-2543 x:3889



**US Mail**  
486 Oxford Rd  
Oxford, CT 06478



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## I. CRAFT INFO

Brief description of goods/crafts to be sold: \_\_\_\_\_

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## II. GOODS/CRAFTS SAMPLE IMAGES

Along with your application (which can be mailed via post or eMailed), include 2-3 sample pictures/ images of the goods/crafts you are planning to sell. Alternatively enter the web address of your online store, website or facebook/social media account showing the items described above

## III. ADVERTISING

Please Include for advertising purposes a paragraph about your business, written in the third person for our team to use in our advertising campaign

## IV. PAYMENT INFORMATION

Registration fee: **\$55.00** for a **10 foot x 10 foot** space. You may only request 1 space. Food trucks will be parked in an area allowing for a typical medium size truck setup.

If you are mailing a check, enter the check number here \_\_\_\_\_. If you submitted your payment via paypal provide transaction number \_\_\_\_\_

## V. WAIVER AND AGREEMENT

I hereby agree to all the stated policies listed on this application and by signing this application and submitting it, you agree to the full indemnity clause & policy stated on the Oxford Cultural Arts - Spring Fair web page. I agree any tent/canopy used will be weighted or tethered properly.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

## SEND IN YOUR APPLICATION

<p><b>We Prefer Electronic Submission - eMail</b> completed saved or scanned Applications to:</p> <p><a href="mailto:CulturalArts@Oxford-CT.gov">CulturalArts@Oxford-CT.gov</a></p> <p>Use subject line <b>SPRING FAIR</b></p>	<p>Alternatively <b>MAIL</b> Application &amp; Payment to</p> <p>Oxford Town Hall Attn: Cultural Arts - SPRING FAIR 486 Oxford Road Oxford, CT 06478</p>
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## VI. GENERAL POLICY AND AGREEMENT

Keep This Document for your records

Oxford Spring Fair 10a-2p

Annually 1st Sat of May - Oxford Town Hall 486 Oxford Rd, Oxford CT

1. **SET UP TIME:** Lot area opens at **8:00AM**. Food Trucks should arrive early. Vendors should arrive by **8:45AM** and animals & caretakers by **9:30AM**. Please check-in with our team upon arrival. **Vendors must furnish all tables, chairs, table covers, displays, set-ups** **No wifi will be available.** Vendor tents and canopies may be located on pavement or grass. You must ensure all tents and setups are tethered, secured or weighted as this is an outdoor event
2. **AESTHETICS:** All tables must have coverings and aesthetically pleasing. All boxes and extra merchandise must be kept under the table and out of sight. Nothing can be set up in the aisles.
3. **BREAK DOWN TIME:** 2:00PM - 3:00PM. **NO PACKING UP OR DISMANTLING until 2:00PM.** Anyone dismantling before 2:00pm, will not be asked back to participate in future events.
4. **CRAFTSMANSHIP and VARIETY:** OCAC reserves the right to reject any exhibitor that does not meet our standards of craftsmanship. Limit commercial products, preference will be given to hand made products and family friendly vendors. There will be no more than three booths with similar items in order to provide a wide selection for the community. OCAC will base our decisions on the quality or uniqueness of the crafts.
5. **SPECIFICITY:** Booths cannot be shared by more than one vendor. Only items that have been described on your application form should be brought to the show. OCAC reserves the right to ask you to remove items that have not been stated in your application. One application per vendor.
6. **DECISION:** The decision to accept or reject your application is at the sole discretion of the Oxford Cultural Arts Commission. Decisions are communicated via electronic mail or phone.
7. **INFORMATION PACKET:** When accepted, you will receive an eMail notice followed by a mailed information and welcome packet. If you have NOT been notified as accepted & confirmed with a welcome packet in advance of the show you will not be admitted as a vendor.
8. **DEMONSTRATIONS:** Demonstrating is encouraged. If possible, please bring some phase of your work to add public interest and give you a sales advantage.
9. **TAX, COMPLIANCE, AND COMMISSION:** There is no commission charge. **Exhibitors are responsible for their own sales tax collection and must have valid sales and use tax** number visible or available at their display. Food trucks must have certification from Housatonic Valley Health.

If you have any questions, please email: [CulturalArts@oxford-ct.gov](mailto:CulturalArts@oxford-ct.gov)



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