



# 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: April 10

Acceptance will be confirmed by email by the latest by August 10. Once confirmed the registration fee is non-refundable. Vendor spaces are **\$35** 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:

<input type="checkbox"/> Candles, Soaps, Scents, Health & Beauty	<input type="checkbox"/> Authors/Books and Papercrafts	<input type="checkbox"/> Fiber Art, Sewing, Quilting, Crochet, Clothing	<input type="checkbox"/> Food/ Food Truck, Cooking
<input type="checkbox"/> Giftware, Holiday, Toys	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Home Decor, Upcycle	<input type="checkbox"/> Leather/Metal
<input type="checkbox"/> Painting, Photography, Visual Arts	<input type="checkbox"/> Pottery and Glassware	<input type="checkbox"/> Wood, Carvings, Carpentry	<input type="checkbox"/> 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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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 at the Spring Fair. You may include for advertising purposes a paragraph about your business, your website, facebook or similar store address which prominently displays the crafts or goods to be displayed and sold,

## III. PAYMENT INFORMATION

Registration fee: **\$35.00** for a **10 foot x 10 foot** space. You may only request 1 space however, we may approve a larger setup if you have a food truck or outside setup compatible our layout. Please make checks payable to: **Oxford Cultural Arts Commission**

Check Number \_\_\_\_\_ Paypal Trans. No. \_\_\_\_\_

## IV. WAIVER AND AGREEMENT

I or we 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 and policy stated on the Oxford Cultural Arts - Spring Fair web page

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

## V. SEND IN YOUR APPLICATION via US Mail or via eMail

<p><b>Mail</b> completed Application and Payment to</p> <p>Oxford Town Hall          Attn: Cultural Arts - SPRING FAIR          486 Oxford Road          Oxford, CT 06478</p>	<p>Alternatively <b>eMail</b> completed and scanned Application and product Images to:</p> <p><a href="mailto:CulturalArts@Oxford-CT.gov">CulturalArts@Oxford-CT.gov</a></p> <p>Please include your paypal transaction number or check number if mailed</p>
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## VI. GENERAL POLICY AND AGREEMENT

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.**
2. **AESTHETICS:** All tables must have coverings which reach to the floor on all visible sides. 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. No kits, no imports, no commercial products, no commercially available/packed food, or plants (unless used as part/display or craft). 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 AND COMMISSION:** There is no commission charge and exhibitors are responsible for their own taxes and must have valid sales and use tax form available at their display.

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



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