



OXFORD CULTURAL ARTS COMMISSION

"Promoting and Preserving Culture and the Arts in Oxford"

Oxford's Annual Arts and Crafts Fair

Annually 1st Saturday of November Time: 10am - 4pm

Former Oxford Center School located at 462 Oxford Rd. Oxford, CT 06478

OCAC Use Only

Accept Rej

Pics Pd

Location: _____

APPLICATION DEADLINE: July 1

Acceptance will be confirmed by email by the latest by August 1. Once confirmed the registration fee is non-refundable. Vendor spaces are **\$55** marked sized **6'x7'**

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

Electricity is limited. First come, first serve basis. Electricity needed? Yes

Will you be demonstrating some aspect of your craft during the day? Yes



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: _____

II. GOODS/CRAFTS SAMPLE IMAGES

Along with your application (which can be mailed via post or eMailed), include 4 to 5 sample pictures/images of the goods/crafts you are planning to sell at the Arts & Crafts 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: **\$55.00** for a **6 foot X 7 foot** space. You may request up to 2 spaces, however, OCAC may only approve a single space in order to provide a larger variety of goods for this community event. Please make checks payable to: **Oxford Cultural Arts Commission**

Check Number _____ Paypal Trans. No. _____ Number of Spaces: 1 2

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 - Arts and Crafts web page

Vendor Signature _____ Date: _____

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

<p>Mail completed Application and Payment to</p> <p>Oxford Town Hall Attn: Cultural Arts Commission 486 Oxford Road Oxford, CT 06478</p>	<p>Alternatively eMail completed and scanned Application and product Images to:</p> <p>CulturalArts@Oxford-CT.gov</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:** Doors open at **8:00AM**. Booths must be set up by **9:45AM** or chance forfeiting your space. Please check-in with our team upon arrival. **Vendors must furnish all tables, chairs, table covers, displays, set-ups, and electrical cords.** **No wifi will be available.** There are few electrical outlets which will be assigned on a first come basis by date applications are received.
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:** 4:00PM - 5:00PM. **NO PACKING UP OR DISMANTLING until 4:00PM.** Anyone dismantling before 4:00pm, will not be asked back.
4. **CRAFTSMANSHIP:** OCAC reserves the right to reject any exhibitor that does not meet our standards of craftsmanship. **All items should be HANDMADE.** No kits, no imports, no commercial products, no commercially available/packed food, or plants (unless used as part/display or craft).
5. **VARIETY:** There will be no more than three booths with similar crafts in order to provide a wide selection for the community. OCAC will base our decisions on the quality or uniqueness of the crafts.
6. **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.
7. **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.
8. **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.
9. **DEMONSTRATIONS:** Demonstrating is encouraged. If possible, please bring some phase of your work to add public interest and give you a sales advantage.
10. **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



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