

Norwalk Seaport Association

41st Annual Norwalk Oyster Festival at Veteran's Park in Norwalk, CT

Friday, September 7 from 6 PM – 11 PM
 Saturday, September 8 from 11 AM – 11 PM
 Sunday, September 9 from 11 AM – 8 PM

Application/Contract for Arts & Crafts Space

APPLICATION DEADLINES: April 15th, July 1st, August 15th, 2018

First _____ Last _____

Business _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ CT Sales Tax ID _____

E-Mail Address _____ Website _____

CHECK ALL THAT APPLY: Leather Metal Glass Photography Fine Arts / Graphics
 Jewelry Pottery Fiber Arts Wood Mixed Media

Exhibitors must bring their own tents. Tents must have side panels so tents can be fully enclosed at night, and be well anchored with weights. **Attachments to tent are not acceptable.** Booths and display units must fit within the space parameters. While every effort will be made to accommodate requests, final booth designations will be at the discretion of event management. It is the responsibility of exhibitors to provide their own display equipment. Spaces cannot be shared. Participant must have liability insurance. There is a required \$40 electric fee for all crafters.

Requirements: 1. Image required of booth display _____

2. _____	_____	_____
Object / Description	Price Range	Medium, Materials, Techniques
3. _____	_____	_____
Object / Description	Price Range	Medium, Materials, Techniques
4. _____	_____	_____
Object / Description	Price Range	Medium, Materials, Techniques

Fees discounted up to April 15, 2018		Booth fees April 16 - July 1, 2018		Booth fees after July 2 - Aug 15, 2018	
Standard Space	Corner Space	Standard Space	Corner Space	Standard Space	Corner Space
<input type="checkbox"/> 10 x 10 = \$125	<input type="checkbox"/> 10 x 10 = \$250	<input type="checkbox"/> 10 x 10 = \$175	<input type="checkbox"/> 10 x 10 = \$300	<input type="checkbox"/> 10 x 10 = \$225	<input type="checkbox"/> 10 x 10 = \$350
<input type="checkbox"/> 10 x 20 = \$250	<input type="checkbox"/> 10 x 20 = \$375	<input type="checkbox"/> 10 x 20 = \$300	<input type="checkbox"/> 10 x 20 = \$425	<input type="checkbox"/> 10 x 20 = \$350	<input type="checkbox"/> 10 x 20 = \$475
<input checked="" type="checkbox"/> Electric = \$40	NO Jury fee	<input checked="" type="checkbox"/> Electric = \$40	<input type="checkbox"/> \$25.00 Jury fee	<input checked="" type="checkbox"/> Electric = \$40	<input type="checkbox"/> \$25.00 Jury fee

GENERAL RELEASE AND ACCEPTANCE OF RULES – I have read the show rules as described in the attached 2018 General Information and I agree to abide by said rules, payment schedules, and refund schedules. I, the applicant, do expressly release the producer, Norwalk Seaport Association, Inc., the manager of the event and employees from any and all liability for any damage, injury or loss to any person or goods which may arise from participation in the event. If this application is accepted, I give permission to use my name, images submitted and any photographs or videotape taken at the show of me or my items for advertising and publicity purposes. My signature indicates that I make this application in good faith and am ready, willing and able to participate in the event. I understand that written notification of acceptance into the event implies a contract with all duties and obligations incumbent therein.

Applicant Signature: _____ **Date:** _____

Payment by Check or Money Order:
 Enclose separate checks for jury fee, booth fee & insurance made payable to Norwalk Seaport Association, Inc. 132 Water Street, Norwalk, CT 06854

No Rain Date – Fees are non-refundable

Returned checks will incur a \$35 charge.

Payment by Credit Card: Visa MasterCard

I need to purchase the NSA Insurance fee of \$75.00.
 I have enclosed my certificate of Insurance.

Card No. _____ Exp. Date (MM/YY) _____

CVV / CVV2: _____ Billing Zip Code: _____ Amount: \$ _____

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Arts & Crafts Terms and Conditions

Eligibility

All work must be handmade and the original design work of the artist. All work must be made in North America. Exhibitors must exhibit the type and quality of work shown in their slides. Exhibitors must display only their own work not that made by others and are expected to attend the show in person. Non-acceptable are items embellished or made from commercially available kits, plans or patterns or imports. Absolutely no agents or dealers permitted.

Selection Process

A jury will select approximately 200 Exhibitors for the show. First jury date is May 1, ongoing until August 15th. Work will be evaluated on the basis of design, craftsmanship, originality, presentation and sales potential. If accepted, you will receive a confirmation. Your check(s) will be deposited or your credit card charged on acceptance. Incomplete and/or unsigned applications will not be processed. Please note corner spaces are limited.

Jury Fee

The completed application along with a \$25.00 non-refundable jury fee must be submitted. Also Certificate of Insurance must be submitted.

Electrical – Required fee of \$40.00

Electric is **not** included in the booth fee. A maximum of **one outlet and 400 Watts per exhibit space** will be provided at an additional fee of \$40. Exhibitors may not run additional wires to other booths or outlets.

Liability & Insurance

The Norwalk Seaport Association and the City of Norwalk assume no responsibility for damage, theft or loss of exhibitor work, personal property or display. Exhibitor shall indemnify, defend and save harmless the Norwalk Seaport Association from all suits, claims, injury or damage or losses of any nature.

The Norwalk Seaport Association reserves the right to remove, without refund, exhibits that have been falsely entered or are deemed unsuitable or objectionable. No animals are allowed on the Festival grounds.

Exhibitor is required to carry General and Product Liability Insurance in the amount of at least \$1 million. Exhibitors that don't carry an annual policy, NSA will purchase insurance on your behalf for a premium of \$75 or you can contact actinspro.com directly for a quote.

A Certificate of Insurance must be submitted no later than August 1st, with Named Additional Insured as Norwalk Seaport Association, Inc. & the City of Norwalk.

Food Sampling

In order to obtain the license, the designated food booth operator, whose name the license will be issued must contact the Norwalk Health Dept. to obtain an application and information packet. Norwalk Health Dept. Phone # 203 854 7821

Images

Submit five (5) professional quality, high-resolution digital images on CD or standard (2"x 2") slides of work to be exhibited plus one (1) booth slide. Applications will not be juried unless all slides and a complete application are received.

Slides or images must be proportionally representative of the work you plan to exhibit at the show. Complete the "Slides & Images Description" section of the application. Mark each slide (no tape, labels etc.) on the viewing side with name and arrow indicating the top.

Do not send samples of your work. If you wish to have your slides returned please send a SASE with sufficient postage NSA is not responsible for inadequate postage or incorrect addresses.

Sales Tax Permit

Exhibitors must have a valid CT state sales tax permit and accept responsibility for remittance of all CT sales tax. Forms can be obtained at www.ct.gov/drs.

Dates and Hours

Participation is mandatory for the duration of the Festival. All exhibits must be manned and operating during Festival hours.

Payment

Payment will be accepted by check or credit card. Make check payable to: Norwalk Seaport Association, Inc. Please note: There is no rain date. There are no refunds.

Assignments & Set Up

Booth assignments will be Thursday between 5:00pm & 7:00pm and Friday between 8:00am and 12:00pm. Fire Marshal inspection will be at 1:00pm Friday. Supplies must be stored out of sight & booth areas must be kept clean of trash. At the conclusion of the Festival, the exhibit area must be left free of rubbish, packing, display materials, etc.

Breakdown

Booth breakdown will be Sunday, Sept. 10 after 8:00 pm. No vehicles allowed on fair grounds until Public Safety Dpt. deems it safe. At the conclusion of the Festival, the exhibit area must be left free of rubbish, packing, display materials, etc.

Parking

An onsite parking permit for one vehicle will be issued. Parking is in designated lots only. No vehicles are allowed on the field. A hand truck is recommended for booth set up and breakdown. Lodging and restaurant information, area maps and set-up information will be provided to accepted participants in advance of the Festival.

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Applicant Name: _____

Standard Booth Space

10 X 10 \$ _____

10 X 20 \$ _____

Corner Space

10 X 10 \$ _____

10 X 20 \$ _____

Additional Space \$ _____

Electrical fee \$ 40.00 Electric Required For All Crafters

Insurance Fee \$ 75.00 Insurance required – Norwalk Seaport needs Applicant's Certificate of Insurance or Payment

Jury Fee \$ 25.00 (Early Registration Special, NO Jury Fee - After April 16th - Required)

Total Fee \$ _____

Please return all pages of signed contract with booth fee(s) to:

Norwalk Seaport Association
132 Water Street
Norwalk, CT 06854

Visit us at www.seaport.org