



Box 7009 WOB
West Orange, NJ 07052
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www.woartscouncil.org

**THE 2010 WEST ORANGE HOLIDAY
CRAFTS FAIR**

Saturday, 11/20/2010, 10:00 a.m. - 5:00 p.m.

The Presbyterian Center of West Orange

20 Old Indian Rd. West Orange, NJ 07052

(This fair was previously held at West Orange High School)

APPLICATION: *This is a juried show.* Please complete the following information and mail your application along with two photos of your work, one photo of your set-up, a copy of your NJ tax ID, and a check made payable to WOAC (West Orange Arts Council) for \$75.00 for one 8' X 8' space, or \$125.00 for one 8' X 16' space, to be received on or before **October 11th, 2010**, to the address listed below the logo. If the event is cancelled due to snow your fee will be refunded minus \$15.00 for expenses. Please understand that we will not refund your fee if you've contracted to participate and do not show up.

(For questions and more information, you may call Jann at 973-736-0610.)

Please be aware that checks which are returned for insufficient funds will incur a \$30.00 penalty.

FIRST NAME _____ LAST NAME _____

COMPANY NAME _____

ADDRESS _____

DAYTIME PH.# _____ EVENING PH.# _____

CELL PHONE # _____

EMAIL ADDRESS _____

NUMBER OF SPACES _____ (1 @ \$75.00, 2 @ \$125.00)

DESCRIPTION OF YOUR ART OR CRAFT (All work must be hand made. **NO** resale items!) _____

I have read the **General Hold Harmless Agreement, Terms and Conditions** (PG. 2), and will comply with them.

YOUR SIGNATURE PLEASE: _____ DATE _____

GENERAL HOLD HARMLESS AGREEMENT, TERMS AND CONDITIONS

As an artist or craftsperson participating in this show on 11/20/10, I agree to hold harmless The Presbyterian Center of West Orange Arts Council, and the West Orange Holiday Crafts Show's coordinators from any and all liabilities and all claims, actions, and damages, theft, accident, or any occurrence or condition during the event or at the location. I agree to follow all of the policies and procedures contained in this application.

As this is a crafts show, I understand that no resale merchandise or products made from kits are allowed. All art and craft merchandise **MUST** be created by the artist/vendor.

All exhibits and products to be displayed and sold at this show must be socially acceptable and in good taste. W.O.A.C. will be the sole judge of product suitability for this event.

All vendor/artists are responsible for the ongoing appearance of their booth - no clutter or trash - and for cleaning up their space at the end of the show. All vendor tables **MUST be covered to the floor** with NEAT, attractive cloths (**nothing torn or wrinkled!!** and no sheets unless they are gorgeous AND ironed!!). Excess merchandise, storage bins and carts, and personal belongings must be out of public view or stored in your vehicle.

NJ sales tax is now 7%. We leave it up to you to display your NJ tax ID. Individual artists are responsible for collection and reporting of NJ state sales tax. Sale and % off signs are prohibited.

All individual radio, CD, musical instruments (unless you are demonstrating your musical product), or sound equipment is prohibited – **NO EXCEPTIONS!**

Electrical outlets are limited and not necessary. The Fellowship Hall lighting is bright, but if you feel you must have extra lighting or electrical power for other reasons (please state those reasons), make that request now so we can give you a space close to an outlet. Requests to be placed near an outlet will be on a first come, first serve basis.

Set up time for WOHCF is from 7:30 a.m. to 9:30 a.m., Saturday, November 20, 2010. Upon arrival at the church, stop at the check-in table and pick up your space assignment. **Bring a cart** so that you can get your merchandise, backdrops, etc. from your car to your space. Please use **ONLY** the door which will be marked **VENDOR ENTRANCE**. The unload is easy (there is a short ramp). You must be completely set up by 9:30 a.m. and have removed your vehicle to the designated vendor parking area of the lot. You are expected to remain set up until the end of the fair at 5:00 p.m.

Thank you.

Jann Carden

Jann Carden
West Orange 2010 Holiday Crafts Fair Coordinator
West Orange Arts Council