



Greater Newburyport  
Chamber of Commerce & Industry

**2018 Crafter Participation  
Requirements & Regulations**



**Newburyport Spring Fest**  
May 27th & 28th

# 2018 Regulations & Requirements

Please read carefully.

Keep a copy of this page and the following for your records.

## CRAFT STANDARDS

Only original handcrafted, refurbished, repurposed, or upcycled merchandise, which has been handmade by entrant, may be displayed. Imported or manufactured goods will not be allowed. Any entrant who violates this rule will forfeit his space and entrance fee.

## APPLICATION & JURY PROCESS

A completed application, two current and representative photos of merchandise, and one photo of booth display must be submitted. If you would like your photos returned, please label all photos with your name and include a self-addressed stamped envelope. Photos can also be sent on a CD or e-mailed to [events@newburyportchamber.org](mailto:events@newburyportchamber.org). Crafters selling clothing must send one representative sample of their product. Samples will be available for pick up during check-in the first day of the festival. Unless instructed otherwise, the Newburyport Chamber reserves the right to use any submitted photos for promotion of the festival.

A non-refundable \$20 registration fee must be included with application for participation by the published deadlines, otherwise an additional \$5 late fee is required. Payments may be made by check, MasterCard, Visa or American Express. If you are paying by check, please send two separate checks with your application, one check for the \$20 registration fee and one for the entrance fee (\$150 - \$300). If you are paying by credit card, you will be charged in one transaction.

All work is subject to a jury and may be declined at the discretion of the Festival Committee (comprised of local merchants and business people). Previous festival participation does not guarantee acceptance. There is not a quota system for each medium; however the committee reserves the right to create balance for the show. The committee meets once a month between February and October, so please allow time for follow up. A notification email (or letter, if no email is provided) will be sent to all applicants regarding acceptance status. If your application is not accepted, you will be notified and your entrance payment will be returned.

## APPLICATION DEADLINES

All applications and payments for 2018 Newburyport Spring Fest must be received by May 11, 2018.

## SHOW SET-UP

Vendor check-in begins at 7:30am in Market Square at the Chamber Information Tent. Crafters will be given their space assignment at this time. You will need to bring your own tables, chairs, tents, linens, etc. Dollies are permitted before and after the hours of 10:00am and 5:00pm. All crafters must be set up 1 hour prior to festival time (9:00am).

## PARKING

Vehicles must be unloaded at your space assignment and then immediately moved to a parking area. If accepted, we will inform you of available parking lots. No parking in fire lanes permitted and no traffic allowed on pedestrian walkways.

### Attention Crafters

The City of Newburyport has approved a city wide plastic bag ban for all retailers whether brick and mortar or temporary crafters here for festivals. The ordinance covers thin-film, single-use plastic bags, shown here.



Please be advised that these bags cannot be used. We ask for your cooperation in not using these bags during our festivals.

## **SAFETY & SECURITY**

The festival is held out-of-doors, rain, shine or wind. For safety precautions, all crafters using a 10 x 10 pop up tent **must** use tent weights at all four corners of the tent (nearly all spaces are on brick sidewalks and on paved streets, stakes are not allowed).

The entire display is the crafter's responsibility (including merchandise, tents, tables, chairs, etc.) There is NO overnight security available! Leaving display items out overnight is not advised. Crafters are responsible for breaking down their displays overnight, as the festival grounds are on public sidewalks and streets. If crafters choose to leave their display intact, it is at their own risk. Newburyport Chamber is not responsible for theft, damage, etc.

## **BOOTH PLACEMENT**

There are approximately 60 spaces on State, Inn, and Pleasant Streets available for crafters, food vendors, non-profits and local merchants. Placement is at the sole discretion of the Festival Committee. Many things are taken into consideration when placing booths: booth size, date application is received, type of craft, crafter seniority, etc.

**If crafters have a booth location preference, please note it clearly on the application.** Preferences are NOT guaranteed. All crafters will receive their space assignment at check-in on the day of the event. The Newburyport Chamber reserves the right to make changes as necessary to adjust the booth layout at any time.

## **ELECTRICITY IS NOT AVAILABLE FOR ANY VENDOR.**

## **CANCELLATIONS & REFUND POLICY**

All cancellations must be received in writing (email is preferable).

Spring Fest entrance fees will not be refunded unless we are notified of cancellation by April 6, 2018.

## **ADVERTISING**

The Newburyport Spring Festival and Fall Harvest Festival are advertised extensively through a variety of media outlets including The Boston Globe, The Newburyport Daily News, Merrimack Valley Magazine, 92.5 The River, and over 25 online event calendars.

## **FOR APPLICATION TO BE COMPLETE, YOU MUST INCLUDE THE FOLLOWING:**

- COMPLETED APPLICATION(S), SIGNED, WITH ALL FIELDS FILLED IN
- BOOTH FEE AND REGISTRATION FEE
- PHOTOS OF YOUR PRODUCT AND BOOTH FOR THE JURY

## **VENDOR AGREEMENT**

This application and agreement covers the Newburyport Spring Festival.

I have read the attached Rules and Regulations for the 2018 Newburyport Festival and agree to abide by the conditions presented. I agree to assume full responsibility for my property and will not hold liable the Greater Newburyport Chamber of Commerce for any lost or damaged goods nor damage, injury, or loss related to my occupation of a booth space. I understand that if my application is not accepted, entrance fees and photos will be returned by mail, provided that I include proper postage. If the Greater Newburyport Chamber of Commerce accepts my application, I give permission to use my name, business name, photos, and item descriptions for any purpose. I agree to all conditions of the festival(s).

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Applicant Signature

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Application Date

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Date Received by Committee

**Questions?** Contact [events@newburyportchamber.org](mailto:events@newburyportchamber.org) • 978-462-6680

# Newburyport Spring Fest 2018

## CRAFTER APPLICATION

Sunday & Monday • May 27 & 28  
Memorial Day Weekend • 10 AM – 5 PM

Company Name: \_\_\_\_\_

Entrant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

### Craft Information

• Check the category that best describes the majority of the work you plan to display:

- |                                           |                                       |                                    |
|-------------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Ceramics         | <input type="checkbox"/> Leather      | <input type="checkbox"/> Jewelry   |
| <input type="checkbox"/> Decorative Fiber | <input type="checkbox"/> Photography  | <input type="radio"/> Metal        |
| <input type="checkbox"/> Wearable Fiber   | <input type="checkbox"/> Refurbished  | <input type="radio"/> Glass        |
| <input type="checkbox"/> Fine Art         | <input type="checkbox"/> Repurposed   | <input type="radio"/> Beaded       |
| <input type="checkbox"/> Glass            | <input type="checkbox"/> Upcycled     | <input type="radio"/> Other: _____ |
| <input type="checkbox"/> Metal            | <input type="checkbox"/> Wood         |                                    |
|                                           | <input type="checkbox"/> Other: _____ |                                    |

Note the retail range and the average retail price of the items you will be selling:

Range: \_\_\_\_\_ Average: \_\_\_\_\_

• Brief description of handmade merchandise (only items listed may be sold):

\_\_\_\_\_  
\_\_\_\_\_

• List any prior participation in our festivals: \_\_\_\_\_

• List participation in other shows/festivals: \_\_\_\_\_

Registration Fee: A **\$20.00** non-refundable registration fee is required with all applications.

Entrance Fee: Check appropriate box.

- |                                                         |                                         |          |
|---------------------------------------------------------|-----------------------------------------|----------|
| <input type="checkbox"/> 6 x 10 space – no tent allowed | 6 ft. deep x 10 ft. long x 6 ft. high   | \$150.00 |
| <input type="checkbox"/> 10 x 10 space – tent required  | 10 ft. deep x 10 ft. long x 10 ft. high | \$250.00 |
| <input type="checkbox"/> Corner space – tent required   | 10 ft. deep x 10 ft. long x 10 ft. high | \$300.00 |

Payment Options: Space cannot be held without payment. Cancellations must be received before April 6, 2018 to ensure refund.

1. **Charge** my VISA/MC/AmEx: **\$20.00** registration fee + \$ \_\_\_\_\_ entrance fee = Total Amount \$ \_\_\_\_\_

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_ V-Code \_\_\_\_\_

Billing Address (include zip code) \_\_\_\_\_

Authorized signature \_\_\_\_\_

2. **Two Checks** (registration + entrance fee) payable to the Newburyport Chamber of Commerce. Ck# \_\_\_\_\_ Ck# \_\_\_\_\_



**RETURN APPLICATION WITH PAYMENT and PHOTOS/SAMPLES VIA MAIL, EMAIL OR FAX:**

Greater Newburyport Chamber of Commerce • 38R Merrimac Street • Newburyport, MA 01950

Events@newburyportchamber.org • Fax: 978-465-4145

**APPLICATION DEADLINE: May 11, 2018**

