

**38th Annual GREATER FORT KENT AREA CHAMBER OF COMMERCE  
ARTS & CRAFT FAIR  
November 24 & 25, 2018**

**Application/Contract**

**Spaces:** Each space is approximately 6' x 9' and will be rented for \$50 each for *inner space*, \$55 each for *corner space*, \$60 each for *wall space with electricity* and \$65 for *corner wall space with electricity*. *Outdoor spaces* will be rented for \$40 each. Table rentals (Indoor Use Only) are \$5 each on a first come, first serve basis because of the limited number of tables available.

**All rental fees MUST BE PAID IN FULL 90 days prior to the fair, non-payment will result in forfeiture of space.**

**In order to secure your space(s), a 50% deposit of the total rental fee must be made at the time this contract is signed (or for new exhibitors, when you receive an assigned space).**

**New exhibitors (or existing exhibitors adding new items) must submit 2 pictures of the crafts they wish to display and must be approved before fees are accepted! Pictures become the property of the Chamber.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Sales Tax No. (if applicable) \_\_\_\_\_ Website \_\_\_\_\_

Types of crafts to be displayed \_\_\_\_\_

Outdoor Space @ **\$40** each      Quantity \_\_\_\_\_      Space # given \_\_\_\_\_      Amount due \$ \_\_\_\_\_

Inner Space @ **\$50** each      Quantity \_\_\_\_\_      Space # given \_\_\_\_\_      Amount due \$ \_\_\_\_\_

Corner Space @ **\$55** each      Quantity \_\_\_\_\_      Space # given \_\_\_\_\_      Amount due \$ \_\_\_\_\_

Wall Space w/electric @ **\$60** each      Quantity \_\_\_\_\_      Space # given \_\_\_\_\_      Amount due \$ \_\_\_\_\_

Wall Corner Space w/electric @ **\$65** each      Quantity \_\_\_\_\_      Space # given \_\_\_\_\_      Amount due \$ \_\_\_\_\_

**TABLES (Indoor use ONLY) @ \$5.00 Each # needed \_\_\_\_\_      Amount due \$ \_\_\_\_\_**

**TOTAL AMOUNT DUE \$ \_\_\_\_\_**

Please make checks payable to:

Greater Fort Kent Area Chamber of Commerce  
P.O. Box 430  
Fort Kent, ME 04743

**AMOUNT PAID \$ \_\_\_\_\_**

**BALANCE DUE \$ \_\_\_\_\_**

**OFFICE USE ONLY**

Cash \_\_\_\_\_ Ck # \_\_\_\_\_

*I acknowledge that I have read and understand the Rules & Regulations of the 2017 Arts & Craft Fair and agree to abide by these rules and regulations. Any exhibitor who violates these rules will forfeit their space and entrance fee.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Greater Fort Kent Area Chamber of Commerce**  
**Arts & Crafts Fair**  
**2018 Rules & Regulations**  
November 24 & 25, 2018

**1. Hours and Dates**

The UMFK Sports Center and grounds will open on Friday, November 23, 2018 from 12 to 4 pm. for all exhibitors wishing to set up their booths. Doors will be open at 8:00 am. Saturday morning exhibitors may set up their booths prior to 10 am. at which time the public will be admitted. Closing time for Saturday will be 4:30 pm. Sunday morning the doors will open at 9 am. for exhibitors and 10 am. for the public and close at 4:00pm.

**2. Registration**

Please confirm your registration at the Chamber booth upon arrival at the Fair and any questions or problems you may have can be addressed at that time to the Chamber Representative.

**3. Forfeiture**

- 3.1. Any exhibitor not in place one-hour before the Fair begins will be considered to have forfeited the right to occupy their assigned space. Any exceptions must be pre-approved.
- 3.2. Breakdown before the end of the Fair's conclusion will cause forfeiture of that space in next year's show.
- 3.3. Any exhibitor that does not give 72 hours notice that they are unable to attend will result in forfeiture of paid rental fees & the right to occupy space in the fair for the following 2 years.

**4. Authorized Space**

- 4.1. Please avoid using the space in front of your table. These aisles should not be obstructed at any time. Dividers or similar props of unusual height must be approved by the Fair Committee. Tables are not to be moved from their assigned spaces. Violation of this rule will subject the vendor who moved the table to disciplinary action.
- 4.2. No exhibitor will be allowed more than 1 corner space and no more than 2 combined spaces.
- 4.3. Electricity will only be allowed to exhibitors with booths against the walls. If you need electricity, reserve your booth early. Extension cords are NOT provided, so please plan accordingly.

**5. Allowed Arts & Crafts**

- 5.1. Only handcrafted merchandise, which has been handmade, by the exhibitor may be displayed. At least 60% of the value of each individual art/craft must be handcrafted. A list of art/crafts to be sold must be included with the application, if an item is not included on the list it cannot be sold at the Fair without approval of the jury or its designated representative.
- 5.2. Any exhibitor who violates rule number 5.1 will forfeit their space and entrance fee and will be asked to leave the show at the end of that day.
- 5.3. All art/crafts are subject to a jury consisting of committee members who may decline items according to the jury rules & regulations as well as to insure a variety of merchandise will be displayed at the fair.
- 5.4. If the fees for the space(s) are not paid in full within 30 days from approval notification that particular space may be forfeited and another space assigned.
- 5.5. Food items must be packaged and not intended for consumption on the premises. Free samples are permitted.
- 5.6. Due to regulations, needled conifer crafts are only displayed in assigned outdoor spaces.

6. **Photographs**  
Exhibitors must submit 2 photos of those items that they plan to exhibit. These photos become the property of the Chamber and remain on file for 2 years.
7. **Refunds**  
Entrance fees will not be refunded unless the Chamber of Commerce is notified in writing 60 days prior to the Fair. The full committee on a case-to-case basis will review emergency situations.
8. **Renting Space**  
No exhibitor will be allowed to sublet space nor may they act as agents or dealers for other craftsmen or manufacturers. Co-renters (2 people sharing a space) must both be listed on the application and both art/crafts must be juried.
9. **Building Regulations**  
Absolutely no raffling or soliciting, No matter how worthy the cause. No Pets allowed, except for documented service animals. No smoking in the building. For safety reasons please use flame retardant materials in your display unit whenever possible.  
  
Exhibitors are asked to park at the UMFK Lodge parking lot. Signs will be placed for directions to the designated parking lot. No Parking on sidewalk entrances/exits to building, grass areas, fire lanes, etc.
10. **Used Items**  
This is an Arts & Craft Fair. Items such as used books and clothing or other garage sale items are not allowed.
11. **Post Event Cleanup**  
At the conclusion of the Fair, please remove your empty boxes of trash. Dumpsters are available behind the Gymnasium.
12. **Release from Liability**  
The Greater Fort Kent Area Chamber of Commerce will not be responsible for any injuries, loss or damage that may occur to the exhibitors, their employees or property from cause whatsoever. The exhibitor, on signing the contract, expressly releases the above mentioned from any and all claims for such loss, damage or injury. The facility will be locked during the time that exhibits are not being shown and reasonable security measures will be taken.
13. **Cameras**  
Cameras and picture taking are not allowed at the Fair. This is for the Exhibitors protection.
14. **Grievances/Violations**
  - 14.1 Any grievances pertaining to the Fair must be submitted in writing to the Arts & Crafts Committee or its designee. Written grievances will be reviewed by the committee and action will be taken at the appropriate time.
  - 14.2 At the discretion of the Arts and Crafts committee any vendor violating the above rules & regulations may forfeit their ability to exhibit at the Fair for a period of two years following the year of violation.
15. **Payments of Rental Fees**
  - 15.1 In order to secure your space(s), a 50% deposit of the total rental fee must be made at the time the contract is signed.
  - 15.2 All rental fees MUST BE PAID IN FULL 90 days prior to the fair. Non-payment will result in forfeiture of the space(s).
16. **These rules and regulations are subject to change.**