



Call for Artists and Crafters

U.C.P.

Third Annual

Fall Art and Craft Fair

United Christian Parish, 11508 North Shore Drive, Reston, VA, 20190
www.ucpreston.org

We welcome your application to sell your quality arts and crafts at the Third Annual Fall Art and Craft Fair on Saturday, October 28th, from 10:00 am to 4:00 pm. This juried craft fair is only open to crafters selling their own handmade products. Those crafters who offer a mix of items are welcome, but only their own crafts may be sold at the fair. Tables may be shared. We are centrally located near historic Lake Anne in Reston Virginia. We will be selling baked goods from the kitchens of our parishioners and have lunch available for purchase. The show is free to the public.

We have two exhibit spaces. One is in a modern ground level social hall with soaring ceilings, a full wall of windows and abundant ceiling lighting. A second exhibit space is a 44' X 25' room with lots of natural light. We provide easy access to the parking lot for unloading and loading.

Operating Rules and Exhibitor's Guidelines:

This is a juried show and photos of work must be submitted with your application unless you were in the show last year. We want to provide a variety of products and avoid duplication. Please make sure the photos you send us are appropriate for advertising.

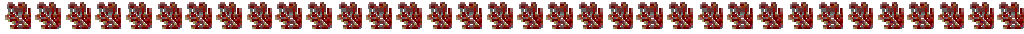
Parking: Materials may be unloaded in the church parking lot. Crafters will be directed to parking locations.

Set up: Crafters will be assigned a specific booth area. The church will be open for set up on Friday the 27th from 5:30 pm-8:30 pm and Saturday morning at 7:00 a.m. Booths must remain open until 4:00 p.m. closing.

Taxes: It is the responsibility of individual crafters to collect Virginia sales tax. For more information go to <https://tax.virginia.gov/sites/default/files/taxforms/retail-sales-and-use/any/st-50any.pdf>



U.C.P. Fall Art and Craft Fair



Application

October 28th, 2017

Show Hours are 10:00 am – 4:00 pm

Please Print

Business name (optional)	Website	E-mail address
Name	Phone Number	Cell phone Number
Address		City State/Zip
Product description		

Charges:

Booth fee paid to UCP at time of application and 10% of gross sales to be paid at the close of the fair. The maximum fee will be \$100 on gross sales of \$1,000. Please make check out to United Christian Parish. We will assign booths on a first come first served basis and you will be notified of location in October.

Single space (6'X8')	\$10	Space and a half (6' X 12')	\$15
Double space (8'X12')	\$20	Large (10' X 10')	\$20

Exhibit Spaces:

Please bring a table drape.

Reservations:

Chair: yes__ no__ Table: yes__ no__ Electricity: yes__ no__

Returning applicants: Do you wish to have your same space? yes__ no__



Application:

Include three pictures of your art/craft product unless you were in last year's show. You will be notified by email when your application, non-refundable application fee and pictures have been reviewed. If you are not accepted, the check will be shredded.

May we use your website information and pictures in the Fair Program and for publicity purposes? yes__ no__

Set Up:

The church will be open on Friday, October 27th, from 5:30 pm to 8:30 pm and on Saturday October 28 at 7 am for set up. The rooms will be secured after set up.

Liability: UCP assumes no liability for any property or goods of exhibitors. Exhibitors will hold harmless UCP for any personal liability due to exhibitor's acts or omissions.

Each exhibitor should sign and return this form.

Please sign and date below to affirm that your products are handmade by you and that you agree with the above guidelines.

Sign Here _____

Date _____

Mail completed application with check and pictures to Sue Maynard, 236 Skippers Pt. Rd. Oakland Md 21550. You will be notified by email concerning your acceptance.

Applications will remain open until the show is full or September 1st. We recommend that you reserve your space as soon as possible. Notice will be placed on the church website when the booths are filled. If you have questions, please contact Lois McMahon at loismcmahon@verizon.net.