



DELAWARE RIVER MILL SOCIETY 2011 HOLIDAY CRAFT SHOW

GENERAL INFORMATION

LOCATION	The Grist Mill at The Prallsville Mills, 33 Risler St, Stockton, NJ 08559
SETUP DATE AND HOURS	Friday, December 2, Noon to 6pm
SHOW DATE AND HOURS	Saturday, December 3, 9:30am to 5pm and Sunday, December 4, 9:30am to 4pm
IMPORTANT DATES	Application Deadline: September 30 Final Payment Due: October 30

ADDITIONAL INFORMATION:

- Commissions will not be collected on sales – you pay only your booth fee
- For best chance at desired booth location **PLEASE REGISTER EARLY; FIRST COME FIRST SERVED**
- Booth fees benefit the Delaware River Mill Society (DRMS) and may be counted as a tax-deductible donation to DRMS
- DRMS will strive for a balance and variety of items for sale, and a wait list may be established if there are a high number of applications in a particular category
- Please include a check for half the booth fee with your application; this payment will serve as your **non-refundable retainer**; your canceled check is your acknowledgement that you have been accepted in the show.
- Final payment is due no later than **October 30**
- Refreshments will be available for purchase on-site during public show hours

CRAFT SHOW RULES:

- AN APPLICATION IS A COMMITMENT TO SHOW
- All artists/craftspeople are responsible for their sales and staffing of their booth during public hours of the show
- Artists/craftspeople must be present at all times and display their work for the entire show
- Artists/craftspeople must supply their own displays, including tables, lighting, shelving, etc.; booth locations will be defined by corners taped on the floor; electrical hookup is available, with a maximum of 200 watts
- Artists/craftspeople are not permitted to have any items such as chairs, tables, demonstration areas and/or items for sale outside their designated booth area
- All artists/craftspeople are required to collect 7 percent New Jersey sales tax and pay it to the state
- DRMS will take care of and secure the facility while not open to the public; security of merchandise is the responsibility of the artist/craftsperson while the show is open to the public; insurance is the responsibility of the artist/craftsperson
- Failure to comply with the rules and/or displays of inappropriate behavior will result in expulsion from the show and ineligibility for admission to any future shows
- Any artist expelled from the show shall have no right to recover the entry fee or any lost profits or damages from DRMS

PAYMENT POLICY:

Submit half the booth fee at the time of application, paid by check, which serves as your retainer. **NOTE:** The retainer is **non-refundable** if you choose to cancel your participation in the show. Your canceled check is your acknowledgement that you have been accepted in the show. The final payment is due no later than October 30. Make checks payable to: Delaware River Mill Society. There will be a \$30 service fee for any checks returned to DRMS for any reason.

ENTRY REQUIREMENTS:

In addition to a completed application form and half the booth fee, provide details of past participation in a holiday craft show at the Mill. If you have not previously participated in a holiday craft show at the Mill, prior to submitting your application please first submit five images (four representing the complete price range of the work you wish to display and one of your booth setup) in either digital (preferred) or print format. Digital images may be emailed to drms@netcarrier.com with the subject line "Craft Show Application – Image Submission." Each digital image file or print must be identified with your name and numbered 1 to 5. If needed, include a description of your work with the images. Submitted materials will not be returned unless accompanied by a self-addressed stamped envelope with sufficient postage.

BOOTH INFORMATION:

Booths are located in the historic Prallsville Grist Mill. Available booth sizes are 50, 75 and 100 square feet, most in a rectangular shape in roughly the following dimensions: 5' x 10', 5' x 15', and 10' x 10'. NOTE: Because of the nature of the building, larger booths may have different proportions or may go around a corner. There are a limited number of double (10' x 10') and corner booths available, which will be assigned at the discretion of DRMS. Corner and double space requests are not guaranteed. Exhibitors will be notified when they get their specific space assignment as to whether or not they have received their requested booth size and location. All booths must be tastefully decorated. Artists/craftspeople may request a particular booth location, however there is no guarantee of placement. ALL BOOTH ASSIGNMENTS ARE MADE AT THE DISCRETION OF DRMS.

DELAWARE RIVER MILL SOCIETY 2011 HOLIDAY CRAFT SHOW APPLICATION

Your application must be submitted with half the booth fee included, which serves as your retainer (non-refundable).

Your canceled check is your acknowledgement that you have been accepted in the show.

Please make out your check to: Delaware River Mill Society.

Final payment is due no later than October 30.

PLEASE PRINT OR TYPE:

FIRST NAME _____ LAST NAME _____

TRADE NAME/NAME FOR PR _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (home) _____ (business) _____ (cell) _____

EMAIL _____ WEBSITE _____

We respect your privacy and will not sell or trade your contact information. We do, however, receive requests for contact information. If you do not want your contact information to be listed, please check the box. Keep e-mail/phone private

- Would you help distribute PR materials (poster, cards signs, etc.) _____
 - Have you participated in craft shows at The Mill in the past? _____ What year(s)? _____
 - Would you like to be next to another artist's booth _____? Artist/craftsperson's name _____
 - Do you wish to demonstrate at the Holiday Craft Show (must be within booth area)? _____
- If so, please describe _____

Booth Size*	5' x 10'	5' x 15'	10' x 10'
Cost	\$150	\$225	\$300
No. of Booths			

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DRMS WILL MAKE EVERY EFFORT TO COMPLY WITH ARTIST/CRAFTSPERSON BOOTH LOCATION REQUESTS
BUT CANNOT ASSURE THAT ALL REQUESTS WILL BE GRANTED – BOOTH ASSIGNMENTS ARE FIRST COME, FIRST SERVED

Category (for PR listings): Candles___ Clay___ Fiber___ Glass___ Jewelry___ Leather___ Metal___ Mixed Media___
Painting___ Paper___ Photography___ Sculpture___ Wood___ Other (please specify)_____

PAYMENT INFORMATION: Check Number _____

In the event that The Holiday Craft Show is cancelled upon rule, regulation, order or recommendation of any state, federal or local government agency or by DRMS in response to any public health threat, this agreement may be cancelled by DRMS on written notice to event participants without further liability on either party. In such event, any payments made to DRMS shall be returned within 30 days of such notice.

AGREEMENT AND SIGNATURE:

The undersigned does hereby agree to all terms and conditions stated in this application and does hereby release, forever discharge and hold harmless DRMS of and from all actions, suits, damages or claims whatsoever arising from any loss or damage to any property of the undersigned while in the possession or supervision of the craft show, its agents, representatives, employees or volunteers. I further certify that I will exhibit only my own original work in the medium in which I am registered.

Signature _____ Date _____

Make check payable and send to:	APPLICATION CHECKLIST:
Delaware River Mill Society	___ Images have been provided that can be used for craft show promotion/publicity
PO Box 298	___ Booth fee/Retainer (half booth fee, non-refundable)
Stockton, NJ 08559	___ Completed and signed application
ATTN: CRAFT SHOW APPLICATION	___ Application information printed and application copied for your records

For additional information, email Edie Sharp at drms@netcarrier.org – please start your subject line with “Craft Show”