



Holiday Craft Fair Registration Form

All registrations must be received by November 29, 2019

When: Sunday December 15, 2019; 10:00am – 2:00pm
Location: The Bridge Center, Leonard Rudofsky Building
470 Pine Street, Bridgewater, MA 02324

The Bridge Center is looking to host its second annual **Holiday Craft Fair**. Our hope is to raise money for the children and adults with disabilities that utilize our recreation services, and give our local artists a way to showcase their arts and crafts. We are hoping with your help and the help from our community, we will be able to create a wonderful fair. Please fill out the form attached if you would like to participate at our show. Also feel free to tell any other craft creators you feel may want to participate at our show.

Please Print Clearly -- A confirmation email will be sent to you prior to the event

NAME: _____ PHONE: _____

EMAIL: _____

ADDRESS: _____

BUSINESS NAME (if applicable): _____

WEBSITE: _____

FACEBOOK: _____

Type of products (please circle):

Fine Art	Handmade Jewelry	Local Artist Craft	Clothing
Fabric Art	Food	Books	Pottery
Woodworking	Dolls	Cards	Sculptures
Canvas Art	Illustrations	Other _____	

List of items to be sold:

Other Information you feel we should know: _____



Registration Fees \$30.00

Spaces are approximately 8x8 area.

Seller/Vendor is responsible for bringing tables, chairs, and or racks. However, it must all fit within the allotted area. Seller is responsible for manning their table/area for the duration of the sale. No consignments are being accepted. Buyers will pay Sellers directly. Please have all of your items clearly marked with price. Power access is very limited for an additional \$10.00 fee, so please plan accordingly. Chairs are also available for rent for \$5.00 per set (2 chairs in one set).

To reserve a space simply complete the information below:

Number of Spaces: _____ @ \$30= _____
Electricity Required: _____ @ \$10= _____
Chair Rental: _____ @ \$5= _____

Total Registration: \$ _____

Silent Auction: As part of the fundraiser, we are asking each exhibitor to donate an item to be used in our silent auction at the fair. Funds raised from the silent auction will benefit The Bridge Center. Please provide us with a detailed description of the donation and photo/ link:

Please make all checks out to The Bridge Center and mail to:

The Bridge Center
Attn: Jaclyn Ross
470 Pine Street
Bridgewater, MA 02324.

Space is already in great demand. Booths will be assigned first come, first serve as paid.

For Official Use Only:	
Date Registration Rcvd: _____	Payment Received: _____
Payment Type: _____	Check Number: _____
Date Confirmation Email: _____	Space Assignment _____
Chair Rental: _____	



Terms and Conditions

1. **Setup/ Break Down:** All Exhibitors must be set up and ready to sell by 9:45am the day of the Holiday Craft Fair. Exhibitors may begin setting up at 8:30 am the day of the Fair. Break down can start no sooner than 2:00pm on and must be completed by 3:00pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces.
*Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 2 p.m. The Bridge Center is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Each Exhibitor must submit a few photographs of his or her craft(s) or items. If participating as a crafter, The Bridge Center reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Bridge Center expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the The Bridge Center.
7. **Acceptance:** The Bridge Center reserves the right to decline any application for space if it deems such action to be in the best interest of the Holiday Craft Fair.
8. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee.
 - a. Outlets are NOT guaranteed.
 - b. Extension cords are not included in the fee and must be provided by the Exhibitor.
10. **Music:** Music will be provided throughout the space.



11. **Food and Beverage:** Snacks and water will be available to purchase during the event. Vendors should provide their own lunch. Water bubblers are available to refill water bottles in the building.
12. **Tables & Chairs:** Each Exhibitor may furnish his or her own chairs, tables, stands. If you wish to rent chairs, please note that on application.
13. **Cancellation of space:** Application fees are not refundable. The Bridge Center is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
14. **Indemnification:** Exhibitor agrees to indemnify and hold harmless The Bridge Center from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at The Bridge Center's Holiday Craft Fair.
15. **Applications:** Application forms also available at The Bridge Center or at The Bridge Center website at: www.thebridgectr.org

Name: _____ Date: _____