

THE YWCA Westfield
2012 Arts and Crafts Festival
July 27 and 28, 2012
Fri. hours 9 – 6, Sat. hours 9 - 5
RULES AND REGULATIONS

*Please download and read these materials,
they are the rules and regulations for the 2012 show.
These remain your copy, do not include them with your application,
retain them for your use and reference.*

The Sponsor

For 20 years the YWCA has sponsored this show and worked to uphold the standards set by the original creators. The YWCA makes every effort to provide a vehicle for the true artisan and craftsman. We ask that the items in your booth be hand crafted, one of a kind items that reflect a high degree of quality. We reserve the right to make more inquiries, to ask for more documentation to assure you are a good fit with our show. We reserve the right to refuse entry to individuals who do not meet the show standards. Over 150 vendors exhibit at this show and they rely on one another to keep the quality of the items displayed high.

The Crafters

Crafters/Vendors who create original work and agree to display their work for sale are encouraged to apply. We ask that the artist be present and accessible during the show.

Dealers, agents and individuals selling hobby/craft items may not be accepted. Examples include, but are not limited to: kit creations, dough art, commercially cast ceramics, strung beads, repurposed items and import products that are embellished and then retagged, rewrapped or repackaged. The decision of the YWCA is final. Crafters that display items not reflected on their application or in their photos will be asked to leave the show.

To Apply

Print out the application and complete it. You are responsible for keeping a copy of the application and the rules and regulations. **Please include photos of your items, a photo of your work area and a photo of you working – even if you are a returning vendor we must have these!** Feel free to use the back of the application if your product needs more explanation. Send a self addressed stamped envelope, your booth fee, **the photos** and the signed contract to the address on the contract. We will review your application and if more information is required we will contact you immediately.

Booth Fee

Prior to November 1, 2011, the fee for a single booth is \$150/double \$300.

After Nov. 1, 2011 the booth fee is \$170 single/\$340 for a double. One fee covers both days of the show.

Checks are deposited once your application has been reviewed and approved. Once your check is negotiated you have been accepted into the show. Once you have been accepted into the show, there are **NO REFUNDS**. The show goes on rain or shine.

You will be notified about your space prior to the show BUT it is important you check in with registration when you arrive to confirm your location – there may have been some changes.

Craft Show Details, Other Terms and Conditions

Exhibit spaces are located throughout Moore Park; a beautiful tree shaded park in the center of the village of Westfield. All spaces are approximately 12 x 12 but there is consideration for benches, trees and other permanent structures in the park. The show sponsors make every effort to honor space requests but there are no guarantees. Product mix, the number of vendors, items in the park and even the weather impact the layout of the show. Exhibitors must provide all display materials – tables, chairs, tents, backdrops and other display items they need. All materials must be kept within the area of your personal booth. There is a dumpster provided so each vendor is expected to police their area and properly dispose of trash. There is no electricity provided.

Each vendor is expected to bring enough product for the entire two day show and to remain open and available through show hours on Saturday. Vendors who close their booth and leave early will not be invited back.

2012 Show times are: 9AM – 6PM on Friday, 9AM – 5 PM on Saturday. (these changes reflect vendor and customer requests)

No pets or alcohol allowed in the park. If you have a service dog, please be sure you have proper credentials and appropriate accessories for the animal.

Set up is permitted from 10 AM to 8 PM the day before the show, Thursday, July 26 and the morning of the show, Friday, July 27 from 7 AM to 8:30 AM. **You may drive into the park to unload** but all vehicles should be removed as soon as possible and no vehicles will be allowed in the park after 8:30 Friday morning.

Exhibitors may break down after 4 PM on Saturday and the show sponsor will give the OK to bring vehicles into the park.

NEW FOR 2012. Loading and unloading areas will be designated around the park; these short term spots will be available for customers and vendors. Village parking regulations will be enforced and no trailers will be allowed to remain on the streets adjacent to the park. FREE parking/shuttle service for vendors, trailers, vans, etc. will be provided in nearby areas. Please consider how this change will impact you and how you will adjust; the signed contract indicates you understand and agree with this policy, once you have paid your fee there is no refund and once you arrive at the festival these parking regulations will be in place and enforced.

The YWCA does provide overnight security for Thursday and Friday but we cannot assume liability for stolen or damaged goods.

The application deadline is June 1, 2012. Applications received after that date will be considered on a space available basis.

Thank you for working with us to make this a great show, please contact us at 716.326.2011 or ywadmin@ycwcawestfield.com if you have questions or concerns.

Thanks again,

Katie Smith
Executive Director

