

The Magic of Christmas in Essex Holiday Craft Fair

Essex, New York

Saturday, December 8, 2018

10:00 – 3:00 PM

CFES Conference Center / Old Stone Church

Holiday greetings!

Essex Initiatives is so excited to continue the tradition of sponsoring the **Magic of Christmas in Essex on Saturday, December 8th** this year. Attached is the application for the 2018 Holiday Craft Fair, which is an integral part of the festival. The Craft Fair takes place again at the beautiful CFES (College for Every Student) Conference Center and (new this year) at the beautifully renovated Old Stone Church right next door. If you would like to reserve a space, please return the application as well as an email confirmation of submission to info@christmasinessex.com. We hope that you enjoy your day with us!

Fees & Registration

A **5x10 space costs \$25**. A double space or corner spaces cost **\$45**. Please consider your cancelled check confirmation of payment received. There are no refunds after 11/25/18 or due to inclement weather.

Exhibitor Qualifications

This show is open to artisans with original work, designs, and recipes. Please refrain from selling reproductions or commercially made products. Collection of sales tax is the responsibility of the vendor. Please post your tax certificate at your display.

Set up

- **Doors open to exhibitors at 7:00 AM, December 8th.** If you require additional time for set up, please contact the coordinator for arrangement.
- **Short-term parking is allowed** in front of vendor spaces for unloading. You must move vehicles to the roadside and on side streets once you have unloaded all supplies.
- **Vendors must bring own tables, chairs, display, extra lighting, and extension cords.**
- Vendors should be ready to greet the public by 10:00 AM.
- **There is no bank in town**, so please plan accordingly for starting cash and small change. There is an ATM near the ferry loading dock, just a block down the road.
- Complimentary water will be available for vendors in each building. Coffee and other refreshments will be available at local businesses in town, as well as a local vendor in CFES.
- Restrooms are available in each of the designated buildings that will be housing vendors.
- Cell service is available throughout Essex, and Wi-Fi is expected to be available in vendor locations. Please be prepared to capture credit card payments offline if necessary.
- Lake Champlain Ferry to Vermont will be running every hour between 6:30 and 5:30 from Essex (see www.ferries.com for detailed ferry schedule). Plan accordingly if necessary.
- Visit www.christmasinessex.com/vendors.html for more details



Date/Time: **Saturday, December 8, 2018 – 10:00-3:00pm** (Vendor setup starting at 7:00am)
Locations: **CFES Conference Center & Old Stone Church****

VENDOR INFORMATION CRAFT DESCRIPTION

Business Name:

Representative Name:

Address:

Cell phone:

E-mail:

Website:

Please give a detailed description of your craft:

EXHIBITOR FEES

\$25 fee for 4x8’ space.

\$45 fee for two 4x8’ spaces or a corner space.

Add \$10 if you would like an advertisement of business logo and a link to website on **ChristmasInEssex.com**.

Payment must be received to reserve vendor space: **PO Box 38, Essex, NY 12936**.

Please make check payable to: **Essex Initiatives**

Reminders:

- Set up will begin at 7:00 AM on Saturday
- Vendors must provide own tables, chairs and special lighting.
- Electricity is provided for free. You must provide own extension cords and power strips.

PARTICIPATION AGREEMENT

The exhibitor and his or her representatives shall indemnify, defend and hold College for Every Student, Essex Initiatives, their officers, directors, board members, guests, employees and agents harmless from and against all demands, claims, damages and expenses related to the exhibitor's participation in Christmas in Essex including, but not limited to the exhibitor's display, services, goods and/or personal property.

Signature: _____ **Date:** _____

Please direct all comments/questions to Susie Smith – info@christmasinessex.com (518.925.7535)

** Specific vendor locations will be determined by Christmas in Essex organizers