



## 17<sup>th</sup> American Made Professional Arts and Craft Fair

**Saturday and Sunday, November 19 and 20, 2011  
10:00 a.m. to 3:30 p.m.**

*Always the third weekend of November*

Sponsored by the Upper Cape Tech PTO  
c/o Robert Dutch

Check payable to Upper Cape Cod Tech  
Upper Cape Cod Regional Technical School  
220 Sandwich Road, Bourne, MA 02532  
Telephone 1-508-759-7711 dial voicemail 117

*Please Print Clearly*

Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Street/PO Box #/ Apt # \_\_\_\_\_

City / State \_\_\_\_\_ zip code \_\_\_\_\_

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_

License Plate Number \_\_\_\_\_ is required

License Plate Number \_\_\_\_\_ second vehicle

Specifically describe your craft each year and everything displayed,  
regardless if you have been in our show in the past.

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## *Crafter Contract*

1. **All items must be handmade by the crafter**, kits, foreign or commercially made products are unacceptable. At a fee of **\$125.00** for two-days, one chair will be provided. Your area will be 81 square feet with 3 foot walking space between stations; please stay within designated boundaries. Efforts are made to prevent similar crafts being stationed next to each other, therefore enclose a photo of your set-up please. Set-up on **Saturday (19th) begins at 7:30 a.m.** and doors open at **9:30 a.m. on Sunday (20<sup>th</sup>)**, for crafters. **Packing up begins at 3:30 p.m. not before.** Applications must accompany checks. The **date of the check** and when application is received will determine application processing. Crafter must pay return check fees. Applications postmarked after November 1<sup>st</sup> need to be cashier or postal checks. Please read, sign and return this contract. We suggest you make a copy for your own records. Make check payable to UCCT. Address **c/o Mr. Robert Dutch**, Upper Cape Technical School, 220 Sandwich Road, Bourne, MA 02532. Phone 508-759-7711, voice mail no. 117. *Calls will be returned as soon as possible.*
2. **By order of the Bourne Fire Chief, no smoking in the building or on school grounds. All individuals must evacuate the building should the fire alarm sound. Only UL Approved power strips may be used; no extension cords. No parking on the roadside. At 9:45 a.m. all crafters must park on the grass near the Green House.**
3. **By order of the Town of Bourne Board of Health, "Preparation and sale of food items prepared in a private home (which would apply to any and all food items including, but not limited to: jams, jellies, baked goods, dip mixes, etc.) requires licenses from the Board of Health and sometimes the Massachusetts Department of Public Health, depending on the operation." In addition, the person making the product must be a Certified Food Protection Manager, and the product must be made in a licensed and inspected facility. Contact the Town of Bourne Board of Health with any questions (508 759-0615, ext. 513).**
4. Only articles that are **handmade** by the exhibitor are acceptable, subject to the approval of the jury. We reserve the **right to request you to remove items** that do not comply with American Made Professional Craft Fair standards. Advertisement will include "American Made" – therefore please act accordingly and preserve the honesty of the fair.
5. All displays must be completed by 10:00 a.m. each morning and the walkways must be clean and free of boxes and debris. **Should the need arise, we reserve the right to request you to reallocate/rearrange your displays.** All tables must be covered with a clean wrinkle free cloth that is one inch from the floor. All displays must be in good taste, neat and appealing to the customer. As a courtesy your set-up may be left at our school overnight and shall be the singular responsibility of the individual exhibitor.
6. **All vehicles associated with the exhibitors must be moved to the lawn near the Green House before 9:45 a.m. Parking in front or side of the building and visitors area is reserved for customers only.**
7. Any individual acting in behalf of Upper Cape Cod Regional Technical School (UCT) shall not be held liable for any reason whatsoever for loss, theft, spoilage, or damage of equipment or utility malfunctions resulting in a loss to the exhibitor, and to any theft, damage, or spoilage to personal property, rented property, or items being offered, stored, or held for sale, or for individuals assisting, or volunteering assistance to the exhibitor in the operation or setting up of taking down of exhibitor display. Upper Cape Cod Regional Technical School (UCT) makes no claim in any manner whatsoever as to financial compensation or the amount of profit to be earned as a result of participation at the Craft Fair.
8. **Cancellation and refund policy:** All cancellations must be received 48 hours before the beginning of the Craft Fair to be eligible for a full refund. Any refunds for cancellations received less than 48 hours before the Craft Fair will be up to the discretion of the current UCT-PTO president and Treasurer.

**I, the undersigned, have read this contract and understand all the above rules. My signature indicates that I agree to comply with all the above rules.**

\_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

- Our School can no longer provide tables.***
- Please understand that if you should have any questions , comments, or concerns, please see a representative of the Upper Cape Tech PTO, wearing the "Safety Green" volunteer T-shirts..***