



The Colonial Burlington Foundation  
**THE 47th ANNUAL Wood Street Fair**

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The Colonial Burlington Foundation, a non-profit organization for the historic preservation of the Revell House, is sponsoring the 47<sup>th</sup> Annual Wood Street Fair. This event features more than 175 exhibitions of Fine Crafts, Arts, Antiques and Collectibles that draws over 25,000 visitors.

**Saturday**  
**September 9, 2017**  
Rain Date: September 10  
**9am-4pm**

**SET-UP/CHECK-IN TIME: 5:30am – 8:00 am**  
**TAKE DOWN: 4:15 pm – (NO EARLY DEPARTURES)**

Please read the following information carefully before completing and returning this contract.

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## **CRAFTER/ARTIST CONTRACT**

### **SHOW DETAILS**

**Place:** Wood Street from Broad Street to the river (West Union St.)  
Wood Street to High Street (Promenade and Riverbank)  
Wood Street and east in Burlington, NJ

**Space:** Display area is approximately 10ft x 18ft. Supply your own tables and tent. You will receive a space assignment by mail approximately two weeks prior to the Fair.

**Hours:** 8:30 AM to 4:00 PM. Set up after 5:30 AM. Streets will be closed to vehicles at 8:00 AM. Booths must not be dismantled before 4:00 PM.

**Check-in:** At the corner of Broad and Wood Street. Check in begins at 5:30 AM.

**Cost:** **\$150.00** (non-refundable)

**Deadline:** Applications must be postmarked by May 30<sup>th</sup>. Contracts mailed after May 30<sup>th</sup> will be placed on a waiting list.

**Information:** inquires by email – [application@woodstreetfair.com](mailto:application@woodstreetfair.com) or by calling (609) 386-0200 ext.189

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**Due to check in problems at the fair all final instructions are still pending at this time by the Council and the Burlington City Police Department. Check-in procedures are to help ensure the safety of the vendors and the Council and the residents in the area of the fair as well as our patrons that visit our fair each year. Please help us to ensure that this is a safe event for everyone involved.**



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## **CRAFTER/ARTIST RULES & REGULATIONS**

- **All items sold must be handcrafted by you.** Please keep this in mind when considering this Fair and your application. Crafters are **NOT** permitted to display and sell manufactured items (Buy & Sell). This Fair has a Craft Oversight Committee who will canvas the Fair in search of violation to this regulation. Crafters found displaying "Buy & Sell" items will have future Wood Street Fair application withheld. The Fair Committee takes great pride in the shows' quality and integrity. Please do not attempt to diminish this or place us in an undesirable position.
- If you change or add items to your display, we must be informed prior to the Fair.
- No white elephant or flea market items, costume jewelry, paperback or new books permitted.
- No food for sale at craft vendor space.
- All Vendors must have their NJ Sales Tax License available the day of the Fair
- No alcoholic beverages.
- If you must cancel, please inform us as soon as possible, as we have a waiting list. "NO SHOWS" THE DAY OF THE FAIR WILL NOT BE ASKED TO RETURN.
- No distribution of printed material that is not related to your craft.
- Table covers should hide stock boxes.
- All materials, boxes and trash must be removed at the end of the Fair.
- NO DOGS OR PETS OF ANY KIND.
- It is the responsibility of the Crafter/Artisan to contact CBF if your phone number or email addresses change.

### **Acceptance to Fair:**

- Your cashed check assures a space in the Fair.
- If you are not accepted, your check and photos will be returned to you in August.
- If your check is not returned and not cashed, your application has been placed on the waiting list in the event that a space in your category opens up.
- Final notices are mailed in August.

### **Jury Requirements:**

Applicants shall submit a written description, as well as four photographs, of items to be sold at the Fair. Only items described and pictured will be allowed to be sold at the Fair.

### **Judging:**

All craft displays will be judged. Categories are Ceramics, Fine Crafts, Dolls and Bears, Hand Painted, Jewelry, Fiber, Floral, Wood, Mixed Media and Fine Art.

- Before the day of the Fair you will receive a card with your space number which must be displayed prominently on your canopy or display and should remain for the duration of the Fair.
- Judges will award points in the areas of quality, uniqueness, and display appearance. Extra points will be awarded for costume and/or demonstration of a craft.
- In addition to the judging of the craft and appearance of the display, the Foundation expects that all vendors will follow the Rules and Regulations.



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**CRAFTER/ARTIST CONTRACT**

**Contact Person:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Tent Size:** \_\_\_\_\_ **Type of Display:** (booth, tables, etc) \_\_\_\_\_

List other shows you will attend this year. Are they juried?

\_\_\_\_\_

List all items to be sold and their prices on the back of this contract, even if the information is the same as last year.

Please circle only one category in which you will be judged:

- Ceramics, Pottery, and Porcelain
- Dolls & Bears
- Hand Painting (on wood, tin, fabric and glass)
- Jewelry
- Floral (dried, silk and pressed flowers)
- Fiber (sewing, weaving, quilting, needlepoint, embroidery, cross-stitch, knitting and crochet.
- Woodworking (total construction, furniture and carvings)
- Fine Craft (stain glass, basketry, leather, paper and metal)
- Fine Art
- Mixed Media (all others not listed above).

**Photographs:** Send one picture of your display and three close-ups of handcrafts. These will become the property of The Colonial Burlington Foundation and will be retained for our records (pictures will not be returned).

Return this completed form along with:

- 4 non-returnable "UPTO DATE" photographs
- **1 SELF ADDRESSED STAMPED BUSINESS ENVELOPES**
- A check for \$150.00 (non-refundable)

Make check payable to: **Colonial Burlington Foundation, Inc.**

Mail to: **Colonial Burlington Foundation, PO Box 1552, Burlington, NJ 08016**

**Optional:**

\_\_\_\_\_ I will be in costume appropriate to my craft/art form during the Fair.

\_\_\_\_\_ I will be demonstrating my craft/art form during the Fair.

**Notes from the Applicant:**

Please locate me at Space # \_\_\_\_\_, if available. Other \_\_\_\_\_

**THE COUNCIL TRIES TO ACCOMODATE ANY VENDOR THAT WISHES TO RETURN TO A PREVIOUS HELD SPACE NUMBER BUT THAT IS ALWAYS NOT POSSIBLE.**

**Release and Indemnity:**

By signing this contract, I release the sponsors, the Colonial Burlington Foundation, there People and the City of Burlington from any and all liability for any damage, injury loss or stolen to any vendor person, there worker or goods for any cause.

Signature: \_\_\_\_\_