



Call for Entries: **Fall Art and Craft Fair**

United Christian Parish, 11508 North Shore Drive, Reston, VA, 20190

www.ucpreston.org

We welcome your application to sell your quality arts and crafts at the first annual Fall Art and Craft Fair on Saturday, November 7th, from 10:00 am to 4:00 pm. This juried fair is only open to artists and crafters selling their own handmade products. Those who offer a mix of items are welcome, but only their own arts and crafts may be sold at the fair. Tables may be shared. We are centrally located near historic Lake Ann in Reston Virginia. We will be selling baked goods from the kitchens of our parishioners. The show is free to the public.

Exhibit space is in a modern ground level social hall with soaring ceilings, a full wall of windows and abundant ceiling lighting. We provide easy access to the parking lot for unloading and loading.

Operating Rules and Exhibitor's Guidelines:

This is a juried show and photos of work must be submitted with your application. We want to provide a variety of products and avoid duplication.

Parking: Materials may be unloaded in the church parking lot. Crafters will be directed to parking locations.

Set up: Crafters will be assigned a specific booth area. The church will be open for set up 7-9 PM Friday, November 6, and 7-10 AM on Saturday, November 7. Booths must remain open until 4 PM closing.

Taxes: It is the responsibility of individual crafters to collect Virginia sales tax. Please see Virginia Temporary Sales Tax Certificate/Return (Form ST-50a) at the link below for more information.

http://www.tax.virginia.gov/sites/tax.virginia.gov/files/taxforms/Business/Sales_and_Use_Tax/ST-50a.pdf



Application

November 7th, 2015

Show Hours are 10:00 am – 4:00 pm

Please Print

Business name (optional)

E-mail address

Name

phone number

Address

City State/Zip

Product description

Charges:

\$10 fee per 8'x6' space paid to UCP at time of application and 10% of gross sales to be paid at the close of the fair. Please make check out to United Christian Parish.

Exhibit Spaces:

Exhibit space size is 8' X 6'.

Tables are available: 6' X 30". (Please reserve in advance.) Please bring a table drape.

Please indicate if you need electricity. We have limited outlets please bring your own extension cord.

Application:

Include three pictures of your art/craft product. You will be notified by email when your application, non-refundable application fee and pictures have been reviewed.

Set Up:

Set up is available between 7-9PM Friday, November 6, or Saturday, November 7, from 7-10AM.

Unload in the parking lot behind the church.

Liability: UCP assumes no liability for any property or goods of exhibitors. Exhibitors will hold harmless UCP for any personal liability due to exhibitor's acts or omissions.

Each exhibitor should sign and return this form.

Please sign and date below to affirm that your products are handmade by you and that you agree with the above guidelines.

Sign Here _____

Date _____

Mail completed application with check and pictures to Sue Maynard, 236 Skippers Point Rd., Oakland, MD 21550.

Applications will remain open until the show is full or October 1st. A notice will be placed on the church website when the show is full. We recommend that you reserve your space as soon as possible. If you have questions, please contact Lois McMahon at loismcmahon@verizon.net.