



WATERTOWN URBAN MISSION HOLIDAY CRAFT FAIR

10 am-4 pm, Sunday, November 27, 2011

Dulles State Office Building, 317 Washington St., Watertown

CRAFT FAIR ELIGIBILITY AND DETAILS - *Please read CAREFULLY*

1. The Craft Fair will be open from 10:00 AM until 4:00 PM
2. Set up times include: 2PM – 7PM Saturday and 7AM and 9:30AM Sunday

Please be on time and set up BEFORE the show begins at 10AM

You may unload at the Sterling Street entrance or the Plaza on Washington Street. Once you have unloaded, and your crafts are placed in your assigned booth, you **MUST** move your vehicle before you set up so that other crafters can unload. The parking garage will also be open for added convenience. At the Fair's conclusion, please be courteous of fellow crafters as you return to your vehicles.

3. All crafter exhibits must be open for the entire show. Sales Tax Numbers must be displayed at each booth for the duration of the show.
4. Booths are mapped out and marked with tape on the floors. The configuration of each booth may vary somewhat but the square footage will be as equal as possible. **DO NOT move the tape markers and please be considerate of your neighbor crafters when setting up your booth.**
5. Dealers are responsible for bringing their own table covers, extension cords, lamps, etc., and keeping their area safe and neat. Packing materials must be kept out of sight. As stated in the application, each booth will have one six foot table and two chairs unless you request otherwise on your application. Crafters may request and pay for additional tables at \$5.00 each upon application. We will not be able to provide additional tables on the morning of the show.
6. The building management insists that none of the artwork, pictures or other items belonging to the State Office Building be covered, removed or tampered with in any way during the show.
7. Be aware that others may have the same or similar crafts to yours. Popularity of certain crafts change over time. We make an effort to separate these vendors as is possible.
8. Promotional fliers are enclosed for you to pass out to help promote the show.

**If you have any further questions please call me,
Drew Mangione at the Watertown Urban Mission, 782-8440 ext 74**