

REM Craft Fair

October 24 & 25, 2020

9 a.m. - 3 p.m.

Handmade in Maine Crafts

Champions Fitness Center

30 Elm Plaza - Waterville, Maine

REM Office Contacts: E-Mail: artisans@rem1.org Phone: (207) 873-4444.
Physical Office Address: 31 Temple St., Waterville, ME 04901

Dear Maine Artisan,

REM (Revitalizing the Energy in ME) invites you to be part of the **2020 REM CRAFT FAIR**. The REM Craft Fair is a HAND-MADE IN MAINE fair.

We will jury applications to assure the variety and quality of crafts at the fair. If you are new to our fair, please direct us to your website or include photos/samples of your craft, a photo of the display/booth setup as well as a list your offerings with price ranges. RETURNING CRAFTERS with new items - those need to be juried, please send pictures via email to artisans@rem1.org

With the REM Craft Fair we have multiple avenues for advertising, including Road Signs, Radio, Newspaper, Cable Access TV, Facebook, Chamber Newsletter, Various Community Calendars, Posters and postcards placed in area businesses and more. Even with all the advertising we do, WORD of MOUTH will always be the best form of advertising. Please share the Facebook page and event with your friends. When the time comes, please email the poster to your friends, family and customers and post in your neighborhoods. When you are attending other craft fairs, have a list of the fairs you will be at to hand out to your paying customers so they can find you at future fairs. This will help advertise the REM Craft Fair as well.

We look forward to working with you to make this the premiere crafting event in Central Maine. Please contact us if you have any questions.

Please fill out the application in its entirety. Please read all the guidelines carefully before signing the application. Please keep a copy of the guidelines for your records.

2020 CRAFTER AGREEMENT GUIDELINES

October 24-25, 2020

(For Crafter Files)

- 1.) I agree that I am a **Maine Resident selling my own Maine made items.** Crafters attempting to sell fraudulent or commercially produced merchandise will be asked to leave and will not be invited back to participate in subsequent fairs.
- 2.) Crafters may only display and sell their Maine made items that are listed on the back of the application. **RETURNING CRAFTERS with new items - those need to be juried, please send pictures via email: artisans@rem1.org**
- 3.) Crafters assume full responsibility for their property brought onto the premises and will not hold REM or anyone else responsible for any damages, personal injury, customer turnout, sales or theft that may occur before, during and after this exhibit. **(Note: Security will be provided for Friday and Saturday nights.)**
- 4.) Crafters are NOT permitted to use duct tape, nails or other destructive means of hanging advertisements, displays or products on the walls or floor. **Each crafter, not REM, will be financially responsible for any damage to the Champions' venue and will not be invited back to participate in subsequent fairs.**
- 5.) **Table and/or booth set-up:** Crafters are responsible for bringing their own table(s) - (unless rented), chair(s), and booth set-up. We ask that tables be covered, to the floor, if possible. **Crafters are responsible for making sure their display does not damage the floor by providing appropriate protection/pads, under any part of each display unit that touches the floor. When moving the display units, do not drag them as this will cause damage to the floor.**
- 6.) **BOOTH ASSIGNMENT:** If you have any requests regarding booth assignment, THIS MUST be indicated on your application. We will do our best to honor specific preferences; however, there is no guarantee due to layout constraints. Please find a 2019 layout enclosed. Placement is based on returning artisans and a first come first request basis. We do our VERY BEST to honor requests. Competing crafter will **NOT** be placed in the vicinity of one another.
- 7.) Crafters who sell opened food at their space must cover their entire floor spacing. Ex. Fudge, Brownies, Jams/Jellies, Pickles etc. Please get in touch with us should you have any questions. 207-873-4444
- 8.) Each crafter is asked to donate an item valued at \$10-\$30 along with a business card to display with it for a raffle to be held during the craft fair. Participating crafters will be entered in a drawing for a \$25 VISA gift card.
- 9.) Crafters are responsible for any items returned by customers.
- 10.) Crafters are responsible for collecting and reporting sales tax when applicable.
- 11.) When listing items sold, please list the general items being sold. Example: Jewelry or Body Products are sufficient. No need to list what jewelry pieces or body products you'll bring. Items not listed will not be allowed to be sold. Please contact us 2 weeks prior should you have new products.

REM 2020 CRAFT FAIR APPLICATION ~ October 24-25, 2020

Please complete this application form and mail it to: REM CRAFT FAIR, 31 Temple St, Waterville, ME 04901. Enclose payment by check (made payable to REM) or you can make an online payment at www.rem1.org using PayPal (note: no PayPal account is needed, just a credit card).

Artisan & Business Name _____

LIST ALL HANDMADE in MAINE craft items being sold - Continue list on the back of the application

Describe your Maine-made craft(s) for marketing (10 words or less - continue on back if necessary)

Address: _____
(street) (city) (state) (zip)

Phone _____ E-mail _____

Website Address _____

Food License if selling food _____

Vehicle(s) Make/Model/Color/license plate _____

_____ I would like to receive information on other Maine Craft Fairs. (We will not share your email with others, but we would be happy to pass along information about other Maine craft fairs so you can contact them if you are interested.)

_____ I give permission to use pictures from my website/Facebook accounts for marketing. Please send us photos to use on FACEBOOK. This will help us promote your business. artisans@rem1.org

What Radio Station do you listen to? _____

From the 2019 Layout(attached) I would like to be considered for these spaces _____

(PLEASE NOTE: 2020 LAYOUT MAY VARY SLIGHTLY)

Booth Location Comments:

Booth Prices (Please indicate desired option)

_____ 10 x 10: \$120.00

_____ 10 x 15: \$150.00

_____ Corner \$25.00

_____ Electricity \$15.00 (provide your own cords to connect to outlet within 10 feet of your booth)

_____ Table Rental \$12.00

_____ Discount of \$20 if paid by March 10, 2020

_____ **Total Due Payment is non-refundable after June 30th -- 50% refund before June 30th.**

_____ I have read the Crafter Agreement Guidelines and agree to abide by them.

Signature: _____ Date: _____

2020 REM CRAFT FAIR Bonus Information

Customer Appreciation Prize drawing: Due to customer positive feedback, REM will again hold a Customer Appreciation drawing at the end of each day and award a \$25 VISA gift card to a winning customer. Crafters will need to give a customer appreciation entry ticket (provided by REM) to each customer who makes a purchase (1 per paying customer). The customer will then need to fill out the ticket and put it in the designated box near the back of the fair. If you need more tickets during the day, let us know. **A different colored door prize ticket will be distributed each day.** Thank you for your cooperation, and we hope this will encourage more sales.

Directions: Take Exit 130 off I-95, towards Waterville. After the second light, enter shopping center parking lot (before McDonald's). Champions Fitness Club is located to the left at the end of the parking area between Olympia Sports and J.C. Penny. Check website www.rem1.org for a map.

Parking: Once you have unloaded your vehicle, please move your vehicle to the designated parking areas for crafters: area behind J.C. Penny or area near Main St.

Registration Table: Crafters should check in at the **REGISTRATION Table** near the entrance when they arrive to receive their booth assignments and other information. This table will be staffed throughout the Craft Fair if you have questions or concerns.

Set-up: Friday afternoon (October 23) set-up is available between the hours of **4pm and 8pm** at Champions. On **Saturday (Oct. 24)**, plan to set up between **7am and 9am**. On **Sunday (Oct. 25)**, Champions will be available at **7am**.

Booths may not be taken down before 3pm on Sunday unless inventory has been depleted. Please keep your set-up within the space allotted to you. If your display encroaches outside your space, it could create a potential hazard. **Please remember to clean up your space.**

A sign is recommended to identify your booth. Please bring a supply of business cards, visitors to the fair appreciate them.

Please bring enough cash to make change, REM will be unable to make change.

Complimentary coffee and baked items will be available to you and helpers until 8:45 am Sat. and Sun. mornings. Tickets for these will be in your registration packets.

