

REM Craft Fair

October 22 & 23, 2022

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 **2022 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. We will close a category to protect the variety of that particular craft. 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 of your offerings with price ranges. **RETURNING CRAFTERS** with new items - those need to be juried, please send pictures via email to artisans@rem1.org

For the REM Craft Fair, we utilize various 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 REM Craft Fair 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 at which you will be selling 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/Covid rules carefully before signing the application. Please keep a copy of the guidelines for your records.

2022 CRAFTER AGREEMENT
October 22-23, 2022 9am-3pm (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 their 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 fair. **(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 from REM), 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. Placement is based on returning artisans and a first come first request basis. We do our VERY BEST to honor requests. Competing crafters will **NOT** be placed in the immediate 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. Call 207-873-4444 or reply to this email.
- 8.) Each crafter is invited to donate an item valued at \$10-\$30 along with a business card to display with it for a raffle/silent auction 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 that you're selling at the REM Craft Fair, please list the general categories being sold. Example: If selling Jewelry, just list necklaces, bracelets, earrings, etc. or shampoos, lotions, soaps if selling Body Products. No need to list the specific individual jewelry pieces or body products you'll be bringing. Items not listed will not be allowed to be sold. Please contact us 2 weeks prior should you have new products.
- 12.) **COVID Requirements-** We will follow CDC recommendations for large indoor events.
- 13.) **Payment is non-refundable after JUNE 30TH -- 50% refund on or before JUNE 30TH.** Reimbursements will not be given for NO SHOWS. NO SHOWS with NO communication will not be invited back.

REM 2022 CRAFT FAIR APPLICATION ~ October 22-23, 2022 9am-3pm

Please complete this form and mail it to: REM CRAFT FAIR, 31 Temple St, Waterville, ME 04901.

Artisan & Business Name: _____

Handmade Crafts being sold (continue on back): _____

Describe your Maine-made craft(s) - (10 words or less - for advertising purposes)

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

_____ Yes, I would like to donate to the raffle/silent auction

Booth Location Comments (Must write preferences for location here):

Booth Prices - Please indicate desired option(s)

_____ 10 x 10 \$120.00

_____ 10 x 15 \$150.00

_____ Add Corner \$25.00

_____ Add Electricity \$15.00 (provide your own cords to connect to outlet w/i 10' of your booth)

_____ Add 8 Foot Table Rental \$15.00 per table. (Please prepay as we rent only what is needed)

_____ -\$20 DISCOUNT if Postmarked before May 30

_____ **Total Due Payment is non-refundable after JUNE 30TH -- 50% refund on or before JUNE 30TH.**

_____ I have read the Crafter Agreement Guidelines.

Signature: _____ Date: _____

2022 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 the 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. Penney. 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. Penney 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 21) set-up is available between the hours of **4pm and 7pm** at Champions. On **Saturday (Oct. 22)**, plan to set up between **7am and 9am**. On **Sunday (Oct. 23)**, crafters can access the fair venue starting at **8am**. Security will be there both nights.

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, and you'll be asked to immediately address this problem. **Please remember to clean up your space.**

A sign is recommended to identify your booth. Please bring a supply of business cards, as 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 8:45am Sat. and Sun. mornings. Tickets for these will be in your registration packets.