



Norwalk Seaport Association's
35th Annual Oyster Festival

January 16, 2012

Dear Artist/Crafter:

Enclosed you will find information about the Norwalk Seaport Association's 35th annual Oyster Festival. Included is the Application/Contract for the Arts & Crafts Show of the Oyster Festival, which will be held September 7, 8, 9, 2012. The Arts & Crafts Show will include 10'x10', 10'x15' or 10'x20' spaces, corners are also available. Average attendance for the Oyster Festival over the last four years was in excess of 50,000 visitors.

Please note that the application procedure requires three (3) separate checks.

1. A check for the non-refundable Application Fee (\$25), and,
2. A check or credit card information for the full Booth Fee, and,
3. A check for the insurance naming "The Norwalk Seaport Association" and "City of Norwalk" as additional insured. The cost of the insured is \$75.00. No certificate of insurance will be issued, but you will be added on to Norwalk Seaport Association's policy if accepted. If you are insured, a copy of your certificate including the dates of the show must be received by August 15th.

If you are accepted, your Booth Fee and Insurance checks will be deposited or charged to your account. If you are not accepted, your own checks will be returned with your slides in your self-addressed stamped envelope. (CD's are not returned unless a post paid envelope is provided.)

Also, please note changes to the contract regarding set-up time and exhibit space electrical wattage allowed. Please be sure to fill in your email address on the contract for future correspondence.

If you have any questions or need additional information, please contact the Seaport office at 203-838-9444 or one of the Arts and Crafts Committee members listed below.

Sincerely,

Pauline Schlegel
Co-Chairs
pauline.schlegel@seaport.org

Carol Ann DeVito
Co-Chairs

Pam Patullo, The Yellow Daisy
Consultant
ppatullocreations@msn.com

Norwalk Seaport Association, Inc. 132 Water Street, South Norwalk, CT 06854
203-838-9444 info@seaport.org www.seaport.org

35th ANNUAL OYSTER FESTIVAL - NORWALK, CT ARTS & CRAFTS SHOW

Friday, September 7 * 6:00pm – 11:00pm

Saturday, September 8 * 11:00am – 11:00pm

Sunday, September 9 * 11:00am – 8:00pm

www.seaport.org

Eligibility

All work must be handmade and the original design work of the artist. All work must be made in North America. Exhibitors must exhibit the type and quality of work shown in their slides. Exhibitors must display only their own work not that made by others and are expected to attend the show in person. Non-acceptable are items embellished or made from commercially available kits, plans or patterns or imports. Absolutely no agents or dealers permitted.

Selection Process

A jury will select approximately 200 Exhibitors for the show. Jury date is June 1, (early bird date, no application fee).

Work will be evaluated on the basis of design, craftsmanship, originality, presentation and sales potential. If accepted, you will receive a confirmation. Your check(s) will be deposited or your credit card charged on the payment dates listed. Incomplete and/or unsigned applications will not be processed.

Application Process

After June 1, the completed application along with a \$25.00 non-refundable application fee must be submitted.

Lighting and Electrical

Electric and lighting is included in the booth fee. A maximum of one outlet and 400 Watts per exhibit space will be provided. Exhibitors may not run additional wires to other booths or outlets or connect to the general lighting system.

Liability & Insurance

The Norwalk Seaport Association and the City of Norwalk assume no responsibility for damage, theft or loss of exhibitor work, personal property or display. Exhibitor shall indemnify, defend and save harmless the Norwalk Seaport Association from all suits, claims, injury or damage or losses of any nature.

The Norwalk Seaport Association reserves the right to remove, without refund, exhibits that have been falsely entered or are deemed unsuitable or objectionable. No animals are allowed on the Festival grounds.

Exhibitor is required to carry General and Product Liability Insurance in the amount of at least \$1 million. A

Certificate of Insurance must be submitted with the application with Named Additional Insured as Norwalk Seaport Association, Inc. and City of Norwalk. NSA will purchase insurance on your behalf for a premium of \$75.

Images

Submit five (5) professional quality, high-resolution digital images on CD or standard (2"x 2") slides of work to be exhibited plus one (1) booth slide. Applications will not be juried unless all slides and a complete application are received.

Slides or images must be proportionally representative of the work you plan to exhibit at the show. Complete the "Slides & Images Description" section of the application. Mark each slide (no tape, labels etc.) on the viewing side with name and arrow indicating the top.

Do not send samples of your work. If you wish to have your slides returned please send a SASE with sufficient postage NSA is not responsible for inadequate postage or incorrect addresses.

Sales Tax Permit

Exhibitors must have a valid CT state sales tax permit and accept responsibility for remittance of all CT sales tax. Forms can be obtained at www.ct.gov/drs.

Dates and Hours

Participation is mandatory for the duration of the Festival. All exhibits must be manned and operating during Festival hours.

Payment

Payment will be accepted by check(s) or credit card (preferred). If paying by check send separate checks for Application Fee, jury fee and Insurance coverage (if applicable). Make checks payable to Norwalk Seaport Association, Inc. There is no rain date. There are no refunds.

Assignments & Set Up

Booth assignments will be made on Thursday between 5:00pm and 7:00pm and Friday between 8:00am and 12:00pm. Fire Marshal inspection will be at 1:00pm Friday. Supplies must be stored out of sight. Booth areas must be kept clean of trash. At the conclusion of the Festival, the exhibit area must be left free of rubbish, packing, display materials, etc.

Parking

An onsite parking permit for one vehicle will be issued. Parking is in designated lots only. No vehicles are allowed on the field. A hand truck is recommended for booth set up and breakdown.

Volunteers are available for unloading and loading at close.

Lodging and restaurant information, area maps and set-up information will be provided to accepted participants in advance of the Festival.