



## Non-Profit Vendor Contract

Presented by The Colonial Burlington Foundation, a non-profit organization for the historic preservation of the Revell House.

The 53rd Annual Wood Street Fair features more than 175 exhibitions of Fine Crafts, Arts, Antiques and Collectibles that draws thousands of visitors.

**Saturday September 7, 2024 • 9am-4pm**

**Rain Date:** September 8th

**Set-Up/Check-In Time:** 5:30 am - 8:00 am

**Take Down:** 4:15 pm (No Early Departures)

Please read the following information carefully before completing and returning this contract.

### Non-Profit Contract Show Details

**Place:** **Wood Street** - from Broad Street to the river  
**West Union Street** - Wood Street to High Street  
**Promenade and Riverbank** - Wood Street and east in Burlington, NJ

**Space:** Display area is approximately 10ft x 18ft. Supply your own tables and tent. You will receive a space assignment by mail approximately two weeks prior to the Fair. **THE FOUNDATION TRIES TO ACCOMMODATE ANY VENDOR THAT WISHES TO RETURN TO A PREVIOUSLY HELD SPACE NUMBER, BUT THAT IS NOT ALWAYS POSSIBLE.** Please list the space number you are interested in. Provide a 1st and 2nd choice.

**1st Choice for Space Number:** \_\_\_\_\_

**2nd Choice for Space Number:** \_\_\_\_\_

**Hours:** 9:00 am to 4:00 pm. Set up after 5:30 am. Streets will be closed to vehicles at 8:00 am. Booths must not be dismantled before 4:15 pm.

**Check-in:** At the corner of Broad and Wood Street. Check in begins at 5:30 am.

**Cost:** \$25.00 (non-refundable).

**Deadline:** Applications must be postmarked by May 30th. Contracts mailed after May 30th will be placed on a waiting list.

**Information:** [colonialburlingtonfoundation@gmail.com](mailto:colonialburlingtonfoundation@gmail.com) or call (609) 760-5187

### Non-Profit Contract Rules & Regulations

- **All items sold must be handcrafted by you.** Please keep this in mind when considering this Fair and your application. Crafters are **NOT** permitted to display and sell manufactured items (Buy & Sell). This Fair has a Craft Oversight Committee who will canvas the Fair in search of violation to this regulation. Crafters found displaying "Buy & Sell" items will have future Wood Street Fair application withheld. The Fair Committee takes great pride in the show's quality and integrity. Please do not attempt to diminish this or place us in an undesirable position.
- If you change or add items to your display, we must be informed prior to the Fair.
- No white elephant or flea market items, costume jewelry, paperback or new books permitted.
- No food for sale at craft vendor space.
- All Vendors must have their NJ Sales Tax License available the day of the Fair.
- No alcoholic beverages.
- If you must cancel, please inform us as soon as possible, as we have a waiting list. "NO SHOWS" THE DAY OF THE FAIR WILL BE EXCLUDED FROM FUTURE EVENTS.
- No distribution of printed material that is not related to your craft.
- Table covers should hide stock boxes.
- All materials, boxes and trash must be removed at the end of the Fair.
- NO DOGS OR PETS OF ANY KIND.
- It is your responsibility to contact Colonial Burlington Foundation if your contact information changes.

### Acceptance to Fair

- Your cashed check assures a space in the Fair.
- If you are not accepted, your check and photos will be returned to you in August.
- If your check is not returned and not cashed, your application has been placed on the waiting list in the event that a space in your category becomes available.
- Final notices are mailed in August.

### Jury Requirements

- Applicants shall submit a written description, as well as four photographs of items to be sold at the Fair. Only items described and pictured will be allowed to be sold at the Fair.

### Judging

- All craft displays will be judged. Categories are Ceramics, Fine Crafts, Dolls and Bears, Hand Painted, Jewelry, Fiber, Floral, Wood, Mixed Media and Fine Art.
- Before the day of the Fair you will receive a card with your space number which must be displayed prominently on your canopy or display and should remain for the duration of the Fair.
- Judges will award points in the areas of quality, uniqueness, and display appearance. Extra points will be awarded for costume and/or demonstration of a craft.



# Non-Profit Vendor Contract

Contact Person: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Total width required (ft): \_\_\_\_\_

Number of Spaces: \_\_\_\_\_

Type of Display: (booth, tables, etc.)

\_\_\_\_\_

List other shows you will attend this year:

\_\_\_\_\_

\_\_\_\_\_

Are they juried?  Yes  No

List all items to be sold and their prices, even if the information is the same as last year:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please circle only one category in which you will be judged:

- Ceramics, Pottery, and Porcelain
- Dolls & Bears
- Hand Painting (on wood, tin, fabric and glass)
- Jewelry
- Floral (dried, silk and pressed flowers)
- Fiber (sewing, weaving, quilting, needlepoint, embroidery, cross-stitch, knitting and crochet.
- Woodworking (total construction, furniture and carvings)
- Fine Craft (stain glass, basketry, leather, paper and metal)
- Fine Art
- Mixed Media (all others not listed above).

**Photographs:** Send one picture of your display and three close-ups of handcrafts. These will become the property of The Colonial Burlington Foundation and will be retained for our records (pictures will not be returned).

**Return this completed form along with:**

- 4 non-returnable "UP TO DATE" photographs
- 1 SELF ADDRESSED STAMPED BUSINESS ENVELOPE
- A check for \$25.00 (non-refundable).

**Make check payable to:** Colonial Burlington Foundation, Inc.

**Mail to:** Colonial Burlington Foundation, 213 Wood Street, Burlington, NJ 08016

**Optional:**

I will be in costume appropriate to my craft/art form during the Fair.

I will be demonstrating my craft/art form during the Fair.

**Notes from the Applicant:**

Please locate me at Space #\_\_\_\_, if available. Other \_\_\_\_\_

**THE FOUNDATION TRIES TO ACCOMMODATE VENDORS WISHING TO RETURN TO A PREVIOUS HELD SPACE, BUT THAT IS NOT ALWAYS POSSIBLE.**

**Release and Indemnity:**

By signing this contract, I release the sponsors, the Colonial Burlington Foundation, their People and the City of Burlington from any and all liability for any damage, injury loss or stolen to any vendor person, there worker or goods for any cause.

Signature: \_\_\_\_\_