

Exhibitor Information

ABOUT THE HOLIDAY CRAFT and GIFT BAZAAR: The FRIENDS of the Sherborn Council on Aging (COA) are proud to host their annual Holiday Craft and Gift Bazaar on Saturday, December 3, 2011 at the Sherborn Community Center, also known as the 1858 Town House, in the heart of Sherborn, MA. Hours are from 9:00 a.m. to 3:00 p.m. The Bazaar will be held in conjunction with our highly-successful Gourmet Cookie Sale which has taken place in the same location for the past several years. Sitting atop a hill in picturesque Sherborn, the historic 1858 Townhouse epitomizes elegance and charm and offers two full floors of exhibitor space with handicapped access. The building's classic architecture provides a beautiful canvas for both formal and casual functions. Sherborn is located at the juncture of two main highways (Routes 16 & 27) leading to and from most metro-west communities including Natick, Wellesley, Dover, Needham, Framingham, Ashland, Medfield, Millis and Holliston.

The Holiday Craft and Gift Bazaar & Gourmet Cookie Sale will occupy the entire two floors of the 1858 Town House. This event will feature over 34 exhibitors offering unique items for the entire family, including holiday gift items, home décor, accessories, jewelry, pottery, quilts and much more. Exhibitors will include high quality artisans and crafts people with unique hand-crafted niche products. We are also pleased to feature well known Massachusetts Silhouette artist Joy Anne MacConnell. All proceeds from the day's event will continue to support important services and programs for Sherborn's senior citizens.

ELIGIBILITY: Two photos of your work should be submitted with your application, preferably emailed in jpeg format to event organizers at bazaar@friendsofsherborncoa.org. Categories are limited in order to create an interesting show for the attendees and to increase your sales. If you do not have email capability, you may include photos with your application. Photos will not be returned.

APPLICATION DEADLINE: Rolling acceptance. Applicants will receive confirmation of a rental space after our receipt of the completed application, check and photos.

LOCATION: Sherborn Community Center (also known as the 1858 Town House) 2 Sanger Street, Sherborn, MA 01770

SHOW HOURS: From 9 am-3 pm on Saturday, December 3, 2011. The Holiday Gift Bazaar and Gourmet Cookie Sale will be held in any weather.

SET UP: From 7:30-8:30 am on December 3, 2011. Set -up must be completed by 8:45 am. Exhibitors may also have the option of set up the evening of Friday Dec. 2nd, but the FRIENDS of the Sherborn COA and the town of Sherborn take no responsibility for exhibitor items/property left over night. Full instructions will be sent prior to the Bazaar. Exhibitors must remove items from their space by 4:30 pm on Saturday Dec. 3rd, but not before the Bazaar ends at 3 pm.

PROMOTION: In addition to publicity in local papers and cable television, exhibitors of the Holiday Craft and Gift Bazaar will be featured prominently on the FRIENDS of Sherborn COA website with photos and links, advertised through various forms of signage in Sherborn, and be featured in flyers distributed locally and to surrounding towns. There will also be a printed program distributed the day of the event listing the exhibitor's business information. We will also supply exhibitors with flyers promoting our event via our website which you may print to mail and/or distribute to customers and friends.

RAFFLE DONATION: Exhibitors are requested to donate an item of their craft to be used as a raffle item. Please describe the raffle item you intend to donate on the appropriate space of the application. A member of the Bazaar Committee will collect raffle items as you set up prior to 9 AM. Each item will be on display with the artist's name and/or business card.

ELECTRICITY: Please indicate on your application your request for electricity. Electricity is an additional \$5 and limited. It will be given on a first-come basis and only by prior request. It is the exhibitor's responsibility to provide extension cords and other accessories.

CANCELLATION: Once the sponsors have received your application (and check), and you have received our acceptance to participate, we unfortunately cannot return any monies.

USE OF SPACE: Exhibitors may not sublet, assign or apportion any part of the space allotted. Exhibitors shall not display their items outside of the space assigned.

CARE OF THE PREMISES: This is an historic building. No part of the exhibit, no signs, or other materials may be affixed to walls, doors or other surfaces in a way that might mark or deface the premises or furnishings. Damage for failure to observe this notice is payable by the exhibitor. Each exhibitor is responsible for clearing their space and the exhibitor agrees to not leave any rubbish in the allotted space.

FIRE AND OTHER REGULATIONS: The exhibitor must comply with all fire laws, electrical codes and all other regulations with respect to set-up, conduct and break-down of its exhibit. No smoking will be allowed. No open flames will be allowed.

LIABILITY: The exhibitor agrees not to hold the Holiday Craft and Gift Bazaar Sale, FRIENDS of Sherborn Council on Aging, the Town of Sherborn, Unitarian Church (parking lot) or the Sherborn Community Center Foundation or any of its agents or officers or the facility for the event, or any of its employees, liable or responsible for damages or losses incurred as (including without limitation, personal injury, damage or loss to property and/or losses or damages caused by or related to weather,) as a result of participating in the Holiday Craft and Gift Bazaar & Gourmet Cookie Sale. Insurance is each vendor's individual responsibility. Accordingly, the exhibitor releases and forever discharges the Town of Sherborn, the Holiday Bazaar, Sherborn Community Center, FRIENDS of Sherborn COA, and or the Unitarian Church (parking lot) or any of its agents or officers or facilities from any such damages or losses.

FOR MORE INFORMATION:

Please refer to our website at: www.friendsofsherborncoa.org

Email inquiries may be sent to: bazaar@friendsofsherborncoa.org