



TO: Artists

FROM: THE LEXINGTON CHAMBER OF COMMERCE

RE: THE 2015 LEXINGTON CHAMBER'S AUTUMN FINE ARTS AND FINE CRAFTS FESTIVAL

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In 2015, the Lexington Chamber of Commerce (LCoC) will be sponsoring our 22<sup>nd</sup> annual Fine Arts and Fine Crafts Festival on the lawn of the Visitors Center, at 1875 Mass Ave., Lexington, MA. The Festival is scheduled for **Saturday, September 19, 2015**. The rain date will be the following day, Sunday, September 20<sup>th</sup>.

***It is the intention of the Lexington Chamber of Commerce to only offer the work of fine art and fine craft artisans. All work must be original and hand-made by the participating artist or craftsman. No imports, commercially manufactured items or buy/sell merchandise will be allowed.***

In order to ensure the quality of this show, the following guidelines are required.

- All applicants are required to include 3 pictures of their merchandise and display along with a \$10.00 (non-refundable) Screening Fee.
- Application deadline is July 30, 2015
- Acceptance letters will be mailed AFTER August 15th. Any applications submitted after this date will be accepted based on space availability only.
- If accepted to exhibit, the only work displayed will be the type of work shown in the required photos submitted to this committee. The Lexington Chamber of Commerce reserves the right to remove any vendors who do not conform to these standards.

We invite you to submit an application to participate in this event and have enclosed a function agreement/application form. If interested in exhibiting, please submit all necessary forms and information by May 15, 2015. Again, all applicants will be notified AFTER this date. All applications submitted after this date will be accepted based on space availability only. *Only a limited amount of artisans with the same type of craft will be accepted into the show.* You will be notified of your acceptance in the show by mail; or your check will be returned to you.

We are excited to be hosting this event in our town once again and look forward to your participation!

Sincerely,

*The Lexington Chamber of Commerce Arts & Crafts Festival Committee*

### **Event Sponsors**

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# FUNCTION AGREEMENT/BOOTH APPLICATION

*THIS APPLICATION CONTAINS A RELEASE FROM LIABILITY AND HOLD HARMLESS CLAUSE. PLEASE READ BEFORE SIGNING.*

I. Upon receipt of good funds (if applicable) applicant agrees to the following:

II. The space assigned you may not be resold, rented, loaned, or shared by anyone other than the applicant without written permission of the LCoC.

III. Applicant cancellations will be handled upon written notice to the LCoC at our discretion. None will be accepted less than thirty(30) days in advance of the event.

IV. If you make a reservation and do not show up, and do not provide written cancellation according to paragraph III, you are financially liable.

V. Exhibitor space at the LCoC Autumn Fine Arts & Crafts Festival will be assigned at the sole discretion of the LCoC. Special requests will be given consideration.

VI. The applicant shall keep their space in good condition and assume full responsibility for any and all damages caused to said space. Applicant shall be responsible for final cleanup of said space.

VII. Release from liability: Applicant agrees to release the LCoC, its officers, agents, servants, and employees from any and all liability due to loss, damage, or injury sustained either directly or indirectly in connection with the LCoC event. Further, the applicant hereby releases and forever discharges the LCoC, its employees, and directors, either in their official capacity or in their individual capacity of and from all manner of contracts, judgments, damages, claims, or demands whatsoever in law or equity which may arise from any theft, loss, damage, or injury howsoever sustained directly or indirectly in connection with a LCoC event. The LCoC, its officers and employees may plead this release and bar any claim, demand, or course of action instituted by the applicant.

VII. All applicants are required to carry their own insurance coverage for their material en route to and/or from, and at all times during the LCoC event, and insurance coverage for any and all loss, damage or injury sustained for "any" reason while at such event.

VIII. The LCoC, at its sole discretion, may expel any applicant for conduct deemed to be detrimental to the event as a whole, or to the LCoC. In such case, the applicant shall forfeit any fees.

IX. The LCoC will not invite a vendor to return the following year, if said vendor vacates assigned booth space before the designated closing time of the event.

X. I have read all terms and agree:

Signed \_\_\_\_\_ Date \_\_\_\_\_

(After signing the function agreement, please complete the application on the reverse side of this page.)

**Lexington Chamber's Autumn Fine Arts and Crafts Festival Application:**

**Date -- Saturday, September 19, 2015**

**Time -- 10:00 a.m. - 4:00 p.m.**

**Location --** On the lawn at the Visitors Center (1875 Massachusetts Avenue, Lexington, MA), located on the corner of Meriam Street, and Massachusetts Avenue, opposite the Minuteman Statue.

**Rain Date --** Sunday, September 20, 2015

**Booth size --** 10 x 10 foot

**Price per 10 x 10 foot space --** \$100.00

**Screening Fee (Required from all applicants) -- \$10.00 (non-refundable) Please submit a separate check.**

**No Electricity Available**

**Setup Time --** 8:00 - 10:00 a.m.

**Teardown Time --** 4:00 - 6:00 p.m.

**Handcrafted Items --** It is the intention of the Lexington Chamber of Commerce to only offer the work of fine art and craft artisans. All work must be original and hand-made by the participating artist or craftsman. No imports, commercially manufactured items or buy/sell merchandise will be allowed. It is also expected that the accepted artist will be present during the show. If accepted to exhibit, the only work displayed will be the type of work shown in the required pictures submitted to this committee. The Lexington Chamber of Commerce reserves the right to remove any vendors who do not conform to these standards.

**Payment --** Please include a check (to cover the number of booth spaces requested) with the application form. Please include a separate check for the screening fee. Further instructions will be mailed to approved exhibitors, or checks will be returned.

*Any checks returned for insufficient funds will be charged \$25.00.*

**Function Agreement --** please read and sign the function agreement form on the previous page as part of the application process.

**Application:**

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

**Booth Information:**

A) **Screening Fee: All applicants,** please submit 3 pictures of Merchandise and Display with \$10.00 Screening Fee (non-refundable) on a separate check.

B) Please Reserve \_\_\_\_\_ 10' x 10' Space(s) at \$100.00 Per Space

Total Amount of Check Enclosed for Exhibitor Space(s) \$ \_\_\_\_\_  
(Checks can be made payable to the Lexington Chamber of Commerce.)

C) Description of Merchandise \_\_\_\_\_

D) Does Your Display Have Special Height Requirements? (examples -- canopy, awning, tent, umbrella)

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

Return this form (along with photos, check and self addressed stamped envelope) to: Arts and Crafts Festival Committee, Lexington Chamber of Commerce, 1875 Mass Ave., Lexington, MA 02420.

**Deadline: Please submit all necessary forms and information by May 15, 2015. All applicants will be notified after this date. All applications submitted after this date will be accepted based on space availability.**