



# Parents, Friends and Alumni of the FFA Northwestern Regional School



100 Battistoni Drive • Winsted, CT 06098  
Tel. (860) 379-9013 • Fax (860) 738-0646

**PLEASE REVIEW THIS LETTER AND THE CONTRACT CAREFULLY.  
THERE ARE MANY CHANGES THIS YEAR!**

Dear Crafter,

You are invited to the 24th Annual Holiday Craft Fair sponsored by the Parents, Friends & Alumni of the Northwestern Regional FFA.

Date: Saturday, November 17, 2018  
Place: Northwestern Regional School  
100 Battistoni Drive, Winsted, CT 06098

Hours: 9:00 am to 3:00 pm **CRAFTERS ARE REQUIRED TO STAY THIS ENTIRE TIME.**

Set up: 7:30 am to 9:00 am  
Breakdown: 3:00 pm to 4:30 pm

**Fees :** SPACE \$45.00 FOR ONE 10 FEET WIDE BY 10 FEET DEEP SPACE.  
TABLES WILL BE \$15.00 PER TABLE  
NOTE: PRE-ORDER A TABLE IF YOU NEED ONE  
TWO CHAIRS WILL BE PROVIDED FREE FOR EACH SPACE

**Crafters will furnish their own extension cords!**

Assistance with unloading and loading will be available during set up and breakdown. Parking will be in the main lot behind the school, with a shuttle provided back to the building in the morning.

- Spaces will be assigned on a first come first served basis.
- **Full** payment must accompany completed contract.

Your check will be returned if space is not available, all completed contracts and full payment are due by September 01, 2018!

Mail To: Northwestern Regional School  
Agricultural Education  
100 Battistoni Drive  
Winsted, CT 06098

Make checks payable to: RSD7 (blue or black ink only!)

Detailed directions and booth confirmation will be sent out by November 3<sup>rd</sup>, 2018

Any questions regarding our Craft Fair, please contact Kevin Anstett at 860-967-9492 or by our Craft Fair email: [FFAcraftfair@aol.com](mailto:FFAcraftfair@aol.com). Thank you.

Kevin Anstett  
Craft Fair Coordinator

Revised 2/22/2018

PARENTS, FRIENDS & ALUMNI OF THE  
NORTHWESTERN REGIONAL FFA

## CRAFT FAIR CONTRACT

### 24th Annual Holiday Craft Fair

Saturday, November 17, 2018

9:00 a.m. – 3:00 p.m.

I understand, all works to be exhibited must be original works, created and produced by me. As an exhibitor, I agree to assume all responsibility for any damages to myself and/or my property which may arise, or for the loss or damage of any goods, for any reason whatsoever, while goods are in place or in transit to or from the craft fair. I agree to indemnify and hold harmless Northwestern Regional School and the Agricultural Education Program in the event of cancellation of this show for any liability, other than the return of the deposit. **Crafters shall not sublet this contract.** Overall space size will be 10 feet wide by 10 feet deep.

DESCRIPTION	AMOUNT	YOUR FEES
SPACE 10X10	\$ 45.00	\$ 45.00
EXTRA SPACE 10X10	\$ 45.00 PER EXTRA SPACE NEEDED	\$ _____
TABLE FEE	\$ 15.00 PER TABLE IF NEEDED	\$ _____

PREORDER YOUR TABLE(S) SO YOU WILL HAVE ONE AT THE FAIR.  
WE CANNOT GUARANTEE ANY WILL BE AVAILABLE ON THE 17<sup>TH</sup>  
IF YOU DO NOT ORDER AND PAY FOR AHEAD OF TIME.

**TOTAL: \$ \_\_\_\_\_**

ELECTRICITY: CHECK THE BOX IF YOU REQUIRE ELECTRICITY TO YOUR SPACE.  
WE HAVE A LIMITED NUMBER OF OUTLETS AND THESE WILL BE DISTRIBUTED  
ON A FIRST COME, FIRST SERVED BASIS.

Your Name: \_\_\_\_\_ Space No. \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_ \*\* CT Tax Registration Number: \_\_\_\_\_

**\*\*It is mandatory in the State of Connecticut for all vendors to have a sales tax number!**

Your craft: \_\_\_\_\_

Make check payable to  
(blue or black ink only):

Mail to:

RSD 7  
AGRICULTURAL EDUCATION  
100 BATTISTONI DRIVE  
WINSTED, CT 06098

Crafter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_  
Amount Paid : \_\_\_\_\_  
Check #: \_\_\_\_\_

PARENTS, FRIENDS & ALUMNI OF THE  
NORTHWESTERN REGIONAL FFA

**CRAFT FAIR CONTRACT**

**Return this signed contract with your check by September 01, 2018.**