



Westfield Fair Arts & Crafts Letter

Dates of Fair: August 20-22, 2021

Dear Crafter,

We are excited to work with you to continue to develop and grow the fair each year to provide a great experience for the public and work with you to provide a great opportunity for the best sales possible!

This year has been a challenge for all and we are going to do our best to offer a fun event for our community.

We will be operating a full event this year and have taken our schedule and events into detailed consideration for 2021. We will have a new plan for our track events along with developing sponsorship for our entertainment lineup hoping to expand the attendance for all!

Below are items we would like to address prior to the fair. We would like the attached contract completed and returned no later than August 1, 2021. All information should be mailed to:

Leslie Stokowski
543 West RD
Westfield, MA 01085

Any questions please contact:

Leslie Stokowski at leslienortheast@comcast.net

Thank you and we look forward to a great weekend at the fair!

Sincerely,

The Westfield Fair Board of Directors



Westfield Fair Arts & Craft Vendor

Dates of Fair: August 20-22, 2021

Westfield Fair Expectations:

- Contract must be returned and completed by **August 1, 2021.**
- **CRAFTERS ARE EXPECTED TO BE IN PLACE AND SET UP BY 3 pm Friday.**
- Exhibit Types Include Craft or collectible items for sale or demonstration. **(NO FLEA MARKET or USED ITEMS)**
- Entry fee is waived for 2021 only, donations are accepted! Your space will include an approximate 8' X 10' space located in the Arts and Craft Building. Exhibitors shall provide their own chairs and tables. All tables must be covered with tablecloths etc. It is recommended to bring a cover for merchandise left out overnight. Please indicate below.
- We would like to state that no one has an exclusive at the Fair. We will try not to duplicate certain main items of sale, but the fair has not and will not grant anyone an exclusive item on the grounds. Pursuant to that you may be asked to stop selling an item that is already being sold on the grounds, particularly if the item was not agreed upon in your contract as a main item of sale.

Contract Details- Please read carefully

- The Fair will be held rain or shine
- Set up must be completed by 3:00 PM Friday afternoon
- Vendors must be open the hours of the event.
- Vehicles are allowed to access your set up area between the hours of 10:00PM and 9:00AM **ONLY**
- All Crafters are responsible for maintaining the area around their booth. This area must be kept clean and free of debris and obstacles at all times.
- Passes will be given for fair entrance, 2 per booth.
- There is no sub-leasing of any part of the space rented.
- Voice, sound or music amplified must be discussed with the Board of Directors and have prior authorization
- *The fair will not be responsible for the loss or damage due to fire, accident, vandalism, theft, natural disasters, or "acts of God" through which equipment or people may suffer.*
- Deposits are non-refundable if cancellations are made within 30 days of the event
- The hall is well equipped with plugs and overhead lighting but exhibitors shall supply their own extension cords.



Westfield Fair Vendor Contract

Dates of Fair: August 20-22, 2021

Business Name: _____

Business Owner: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Selling or Displaying: PLEASE PROVIDE FULL LIST OF ITEMS AND DESCRIPTION

NEW 2021

**** ALL VENDORS MUST COMPLETE AND RETURN THIS CONTRACT PRIOR TO**

August 1, 2021 TO OBTAIN BOARD OF DIRECTORS APPROVAL **

\$30.00 per location 2021 ONLY. This application in for INDOOR ONLY!

Payment Received (Fair use only)			
	Amount	Cash/Check #	Date Rec'd
Beginning Balance			
Ending Balance			

Please Return Contract To

Checks payable to: The Westfield Fair Association

Leslie Stokowski

543 West road
Westfield Ma 01085

For Questions Contact:

Leslie Stokowski: leslienortheast@comcast.net
(413)-433-0375

The below signed Fair Board of Directors representative warrants they have the authority to bind this agreement for the fair in its entirety. The below signed Vendor representative warrants that they have the authority to bind this agreement between Vendor and Fair.

Vendor Representative (Please Print)

Board of Director (Please Print)

Vendor Signature

Board of Director Signature

Date

Date