

Spring Sampler

March 1 & 2, 2025

Fall Festival

September 20 & 21, 2025

Holiday Sampler

November 15 & 16, 2025

Old Deerfield Craft Fairs 2025 Exhibitor Application

Application Checklist

- ☒ Application is completely filled out, and signed, with partner information if applicable.
- ☒ Check or credit card information included: fees is due at the time of the application
 - *Make checks out to Old Deerfield Craft Fairs
 - *\$50 minimum deposit, per show, is due at submission to hold your space
- ☒ Five photos of your work (4 of your craft, 1 of your display) included.
- ☒ Please label each on the back with your name.
 - *You can also choose to send us a web link with examples of your work. (website, Etsy, Facebook, Instagram, etc.)
 - *If you can, email high resolution images (300 dpi) if you would like for your work to be included in print publicity purposes. (jfay@deerfieldmuseum.org)
- ☒ A photocopy of your Massachusetts Sales Tax Certificate included (*See below.)
- ☒ A photocopy of your tent's Certificate of Flame Resistance included (*See 'Exhibitors.')
- ☒ License plate(s) state and numbers for the vehicles you will be parking during the shows included.

MAIL TO:
Old Deerfield Craft Fairs
P.O. Box 323
Deerfield, MA 01342-0323

Failure to send all information or payment will result in delaying your acceptance to a show, and may be returned without being juried.

Massachusetts Sales Tax Certificate

A CURRENT Mass Sales Tax Certificate is required. Please be sure it has your current name and/or business listed, otherwise, you will need to obtain a revised certificate.

Mass. Dept. of Revenue
P.O. Box 7022
Boston, MA 02204
1-800-392-6089 (out of state)
1-617-887-6367 (in state)

New applicants may apply online: mass.gov/dor (Log in/ Register, Web File for Business, Register Now, choose 'My Company Only--'.)

Exhibitor Responsibility

Exhibitors are expected to read all mailings promptly, and adhere to all rules and communications mailed to them by the Old Deerfield Craft Fair office. Mailings will be directed to the registrant at the address and/or email address listed on the application. Communication between partners is the sole responsibility of the registrant and partner. **PLEASE REVIEW ALL INSTRUCTIONS BEFORE APPLYING AND AGAIN BEFORE ARRIVAL.** The interpretation of all fair rules by fair officials shall be final.

Old Deerfield Craft Fairs

Rules & Regulations (Rev. 2025)

Artists, Crafters, Authors, Musicians & Specialty Food Makers:

All are invited to apply. Please read carefully.

To keep a well-balanced show, we strictly limit the number of Exhibitors per category. Only top quality, made in USA items may be sold. All work must be made by the Seller or partner.

Specialty Food Applicants:

All Specialty Foods MUST be made by the seller. All Health Codes apply. All licenses and food vendor permits must be displayed & obtained at your own expense. Applications must be made to the show first for acceptance, before applying to the Health Department. Food vendors not obtaining health permit by specified dates, usually 45 days before the show, will forfeit their fees. All food booths are inspected by the town Health Department at each show.

Jurying:

New applicants must submit 5 images of their work and booth setup or provide images on a website.

Items not included in jurying may not be added at the shows. Jury's decision is final, and failure to comply may result in expulsion from a show and/or exclusion from future shows.

Exhibitors:

Exhibitors may only sell their own creations. The following is not allowed: visible excess stock, more than one category per booth, BUY/RE-SELL (including silk flowers, ceramics from molds, rubber stamps, kits (without express permission), imports, supplies, "Seconds, Sale or Clearance" signage.

If in doubt, vendors may be asked to provide copies of material orders from suppliers or proof of handmade process.

Local Building inspectors and Fire Marshals enforce the MA state law requiring tents, backdrops, table coverings, and awnings to be flame resistant. A photocopy is acceptable of your tent's documentation of fire resistance. If your tent does not have a tag, the manufacturer can provide you with necessary documentation.

All Applicants:

1. Are responsible for collecting and remitting all taxes (*see application checklist)
2. May not add non-juried items at shows, may not sell resale or parts
3. **Must be present for the entirety of the show: no late arrivals or early tear-down**
4. May not call out or "hawk" customers
5. May not sublet or share booth space
6. All tables must be covered to the floor on all sides with no visible boxes, back stock, dollies, etc.

Additional Rules or Terms:

1. A \$25.00 fee will be assessed to any check returned for insufficient funds.
2. No open flames are allowed at any show.
3. All items for sale must be priced.
4. **No consumption of alcoholic beverages is allowed by show participants.** Any exhibitor or parties from their group exhibiting signs of having consumed alcohol, or actively consuming alcohol, will be removed from the show grounds immediately.
5. There is no smoking inside any show building, our outside any show property, except in designated smoking areas outdoors.
6. The sale or consumption of any ingestible CBD products is strictly prohibited at the Fall Fair, and **all CBD** products are forbidden at the Spring and Holiday Fairs; anyone caught selling any CBD product will be removed from the property, and forfeit their booth fee and future participation.
7. Fair Management reserves the right to remove any offensive or non-juried product. They reserve the right, at their discretion, to close a booth down for non-compliance, belligerence, or failing to follow directives of the show and its management.
8. All shows are held regardless of the weather: in the event of state of emergency weather, event staff will notify participants of any planned changes. **Notification is done via Constant Contact for mass contact, exhibitors MUST remain on the email list.**

9. Pets are not allowed at indoor shows, well-behaved pets on leashes are allowed at outdoor shows. Service animals with documentation are allowed at all shows.
10. Access to Wi-Fi or cellular service is never guaranteed.
11. Exhibitors are responsible for securing their tents after show hours; management of the shows is not responsible for loss, theft, or damage to exhibitors' products.
12. If, for any reason, you cannot make it to a show, please contact John O'Neill (x190) or Jennifer Fay Smith (x170) at 413-774-7476. Please read the dates regarding refunds on the payment page of your application.
13. Cancellation Policy: all cancellations must be in writing. Show deposits and fees are refundable per refund schedule.
14. Parking is designated for both shows (*see Logistics, Parking). Cars found parked outside of designated parking may be towed at the owner's expense.

Set-Ups:

1. All exhibitors shall be responsible for delivery, set up and removal of their own display and materials. Bring help if you require it, there is no staff available to assist exhibitors with set-up.
2. Display must be contained within your own booth space with no signage, chairs, racks, awnings or product in the aisle. NO EXCEPTIONS. Set-ups MUST fit within the space contracted.
3. A fire-resistant, waterproof tent or canopy must cover outdoor display areas. Shows go on rain or shine. Exhibitors at the Spring and Holiday shows must also bring spray retardant for table drapes.
4. Displays must be neat and professional: items found to be in poor taste, vulgar, or offensive will be brought to the vendor's attention for removal. Strongly scented products or displays may have to be removed or put in clear bags due to allergies or sensitivities of those around them.
5. All outdoor booths must be staked or weighted to prevent them from damaging other goods.
6. All booths must stay open and intact from show open to show close: vendors will be told when break down may begin.
7. Vendors who arrive less than one hour before the show on opening day are not guaranteed their location, and may have to accept an alternate location: no special request fee refunds will be made in these cases of late arrival.
8. Displays and products may be left up overnight at exhibitor's risk. There is limited on-site security.

Logistics

Exhibitor Display:

Fall Outdoor show – Exhibitors must provide tents, tables, chairs, shims, and other necessary equipment. Tents must be properly anchored/weighted, per the Town of Deerfield Building Inspector.

Spring and Holiday Indoor shows – Exhibitors have the option of renting tables, plain / draped / or extra side drapes, prices are listed on the application. An 8' high back drape is always provided.

Electricity:

Fall Outdoor show – Electricity is very limited. No generators are allowed.

Spring and Holiday Indoor shows – Paid access to electricity is available, and may be purchased through the show management. Fee is listed on the application.

Parking:

Fall Outdoor show – Parking is limited to **ONE** conventional-sized vehicle space per exhibitor.

Additional vendor cars must park elsewhere. Parking for vehicles or trailers exceeding 14' is limited.

Access to the exhibitor's lot is closed during the show until 30 minutes after show closing.

Spring and Holiday Indoor shows – There is no limitation to the number of vehicles a vendor may park during the indoor shows at designated parking. There are a limited number of Special Parking spaces available for a fee, these are usually for vendors with large/heavy items or mobility impairment.

***Motorhome Parking** (day/night) and **Trailer Parking** (day/night) are available at all shows for an additional fee.

Payment

1. Payment is due with the application. A \$50.00 deposit is required for each show, and the application will not be processed without it.
2. Balance of show fees are due 10 days after notification of show acceptance. Alternate payment agreements must be pre-arranged by letter, fax, or email.
3. All fees are deposited upon receipt, and does not constitute acceptance to the fair.
4. A \$25.00 service fee will be charged for checks returned for insufficient funds or stop payment.
5. Unpaid fees will be considered an incomplete application.
6. Exhibitors with an outstanding balance will not be allowed to exhibit at the show until the balance is paid in full.

Refund Policy

Space fees are refundable by **written cancellation request only**. Cancellation requests received prior to jurying are refunded in full, less the non-refundable application fee of \$10.00. Once juried, refunds will be made according to the following schedule:

	SHOW DATE	SPACE FEE, - \$100	NO REFUND
Spring	March 1 & 2	Until 2/1/2025	After 2/1/2025
Fall	Sept 20 & 21	Until 7/15/2025	After 7/15/2025
Holiday	Nov 15 & 16	Until 9/1/2025	After 9/1/2025

Refund checks will be mailed with written notification. Waiting list applicants will be refunded upon written notice of withdrawal from the waiting list.

Partial Scholarships

A limited number of partial scholarships are available to artisans who provide craft demonstrations, wear period costumes, provide promotional opportunities, or are emerging artists. Also, scholarships are awarded to artisans with special financial needs. Please write to inquire at craftfairteam@deerfieldmuseum.org.

Recruiter Reward

Recruit a new artist and apply to any 2025 Old Deerfield Craft Fair, and we will present you with a \$25.00 refund for each artist that is accepted into one of our 2025 shows. Maximum referral refund to a crafter is \$75.00/yr. To refer an artist to the ODCF, download and fill out the form on our website and mail it to us. We will confirm each admission with an email or a card. Make your referrals early, preferably 60-90 days before the show.

Special Request Placement

Because we cannot guarantee placement, if an exhibitor wishes to be placed in a specific spot, area, or corner Location, he should make a special request for it, and pay the corresponding fee to secure it. In the event that the request could not be honored, we would work with the vendor to find a suitable alternative, or refund the special request fee. Crafters who request their previous year's space have a special repeat option for that fee, if filed before the deadline with no balance remaining. Otherwise, requests are honored in the order in which they are received.

FALL SHOW	SPRING SHOW	HOLIDAY SHOW
Section (A-G) \$25	Special Request \$50	Special Request \$50
Space \$50	Side Aisle Corner \$50	Side Aisle Corner \$95
Community Ctr. \$100	Short Carpet, corner \$100	Short Carpet, corner \$125
Full Corner \$100 green	Long Carpet, corner \$150	Long Carpet, corner \$200
Partial Corner \$65 yellow	Spec. Parking \$25 Doors #2, #4	Spec. Parking \$25 Doors #2, #4, #7, #9