

**Emmanuel Reformed Church**  
**1150 Maple Hill Rd.**  
**Castleton, NY 12033**  
**518-732-7766**

We at Emmanuel Reformed Church are planning two **Arts and Crafts Shows**.

- **A Spring Show to be held May, 3 2008 from 10:00 a.m. to 3:00 p.m.** (Application deadline 4/25/08)
- **A Fall Show to be held September 20, 2008 from 10:00 a.m. to 3:00 p.m.** (Application deadline 9/12/08)

Crafters, artists, quilters and suppliers for crafters, artists and quilters are welcome. Food vendors are being sought (preference given to local non-profit organizations). We encourage you to advertise your participation in your customer mailings, e-mails and at other shows and businesses. Working together we will all benefit.

**SILENT AUCTION** - Vendors are asked to submit an item to be used in a silent auction that will continue throughout the day. This was suggested by our vendors and is not mandatory.

We are grateful for your business. It is our desire to develop a quality show. At this time we will not jury your Art/Craft items. We do expect all crafters/artists/quilters/food vendors to provide top quality products. We will also be limiting the number of "same product" vendors to six.

Please encourage other artists, crafters, and quilters to participate. Extra applications are available at the above address or by e-mailing [lmberc@nycap.rr.com](mailto:lmberc@nycap.rr.com) (Please put "ERC Craft Show" for subject.)

### **Rules & Regulations**

**Payment and cancellation policy:**

The entry fee must accompany all applications.

No refunds will be given if you cancel less than 15 days before the show.

**Sell-outs and Cancellations:**

If the show is sold out, you may place your name on a waiting list (no deposit required).

Refunds will not be made unless a show is canceled due to circumstances beyond the control of Emmanuel Reformed Church e.g. due to disaster, flood, fire, etc. In such case fees received, less expenses of the exhibition, will be refunded. Should acts of God or any other cause not within the control of Emmanuel Reformed Church occur, the church and its representatives are jointly released from any and all claims that may arise in the consequence thereof. In no event shall Emmanuel Reformed Church be liable for loss of profits, business, or any other damages to exhibitor through cancellation for such causes.

**Booth Display:**

All tables must be draped to the floor on all sides. Boxes, coolers, totes, or carts shouldn't be visible. Nothing shall be nailed, stapled or otherwise fixed to the walls, floors or any part of the exhibition rooms. Crafter's booths must not interfere with the adjacent crafters in any way. All crafter's booths and displays including chairs must be placed within the confines of the space. The Show Committee Reserves the right to remove any booth, or portion thereof that does not meet the standards of the show. We reserve the right to remove any product that is deemed contrary to the values of the Reformed Church of America. We require all exhibitors to remove all objectionable material: occult items, items expressing profanity and/or nudity, etc. If such material is not removed the vendor will be required to leave and no refund will be given.

**Set-up and Breakdown:**

No exhibitors are allowed in the building before 8:00 a.m. on Saturday. Upon arriving please check in at the Information Booth. You must be completely set up by 9:30 am. You must remain completely set-up during show hours. If you cannot make it to the show, please call the office and leave a message.

**Exhibitor Responsibilities:**

Crafters should keep a professional appearance and are responsible for clean up and maintenance of their area. All booths must be attended at all times. Every exhibitor must be in his or her booth 10 min. prior to the time of the show opening. If the crafter is not present when the show opens and the booth is closed or covered, the show committee member on duty has the right to open the booth so it will not distract from the overall appearance of the show. No smoking is allowed inside the facility. Pets are not allowed. Alcoholic beverages are not permitted. Liability Insurance, if desired by the crafter, must be obtained.

**Directions from the West and North (Albany, Troy).**

Merge onto I-90 E, toward BOSTON. Take the US-9 S / US-20 E exit. Exit number 11E- toward NASSAU. Turn SLIGHT RIGHT onto US-9 (COLUMBIA TURNPIKE) / US-20. Continue to follow US-9. Turn RIGHT onto MAPLE HILL RD. Emmanuel Reformed Church is on the LEFT just past the Maple Hill High School Tennis Courts.

**OR** cross the Hudson River over the Dunn Memorial Bridge (Rt.9 & 20) go south on 9 to Junction of Rt. 9J. Bear RIGHT on Rt. 9J. Remain on Rt. 9J until you reach the village of Castleton. Take your first LEFT turn onto Seaman Ave. Continue on Seaman Ave until it ends at the junction of Seaman Ave, Rt. 150, and Maple Hill Rd. Go straight across to Maple Hill Rd. Follow Maple Hill Rd. to the church which will be on your RIGHT just before Maple Hill High School.

**Directions from East (West Sand Lake. Wynantskill area).**

Traveling from Rt. 150, take LEFT at intersection of Rt. 150 and Rt. 9 & 20. Traveling south on Rt. 9 & 20 bear to the RIGHT at Junction continuing on Rt. 9 South. Turn RIGHT onto (MAPLE HILL RD). Emmanuel Reformed Church is on the LEFT just past the Maple Hill High School Tennis Courts.

**Directions from the East (Massachusetts)**

Take I-90 west to exit B-1  
Merge RIGHT onto US-9 N.  
Turn LEFT onto Maple Hill Rd.  
Emmanuel Reformed Church will be on the LEFT immediately past Maple Hill High School Tennis Courts.

**Directions from South:**

Merge onto NEW YORK STATE TRWY N / I-87 N toward ALBANY  
Take exit number 21A- toward I-90 E / MASS TPKE / BOSTON.  
Merge onto NEW YORK STATE TRWY E / I-90 (Berkshire Spur)  
Exit at B1 toward US-9 /ALBANY/HUDSON  
Bear RIGHT onto US-9 N  
Turn LEFT onto MAPLE HILL RD.  
Emmanuel Reformed Church is on the LEFT just past the Maple Hill High School Tennis Courts.

# Application for Emmanuel Reformed Church Arts and Crafts Show

**Event Date:**

- May 3, 2008** (Application deadline: April 25, 2008)
- September 20, 2008** (Application deadline: September 12, 2008)

(Please Print/ type)

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_ **TAX ID** \_\_\_\_\_

**TYPE OF ART OR CRAFT/SUPPLIES** \_\_\_\_\_

(Please attach a detailed description of your product or a photo.)

**TYPE OF SPACES:**

- \_\_\_\_\_ Inside 10' x 8' space - \$30
- \_\_\_\_\_ Other inside space no smaller than 8' x 4' - \$25
- \_\_\_\_\_ Outdoor space - \$30 (limited to covered portico area)
- \_\_\_\_\_ Outdoor space - \$25 (**provide your own canopy**)

**HANDICAPPED ACCOMMODATIONS** needed (3 levels)- give details \_\_\_\_\_

**ELECTRICITY** - (vendors must provide their own extension cord). \_\_\_\_ Yes \_\_\_\_ No  
(Electricity not available for lawn spaces.)

# **TABLES** \_\_\_\_\_ (\$5.00 each) # **CHAIRS** \_\_\_\_\_ (\$2.00 each)

**HEIGHT OF DISPLAY** from floor \_\_\_\_\_ ft.

**CONFIRMATION REQUIRED** \_\_\_\_no \_\_\_\_yes - Enclose a legal size, self-addressed, stamped envelope OR  
provide e-mail address above.

**How did you hear about our show?** \_\_\_\_ TV \_\_\_\_ newspaper \_\_\_\_ flyer \_\_\_\_ radio \_\_\_\_ online  
\_\_\_\_ previous participation \_\_\_\_ other \_\_\_\_\_

**Send payment and application to: Emmanuel Reformed Church**  
**Attn: Arts & Crafts Show**  
**1150 Maple Hill Rd.**  
**Castleton, NY 12033**

I have read the rules and regulations as stated in the letter accompanying this application. Returning this application with payment denotes my acceptance and agreement to comply with said rules and regulations.

\_\_\_\_\_  
Signature Date

**FOR OFFICE USE ONLY:** \_\_\_\_\_ Application received \_\_\_\_\_ Confirmation sent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature