



Boy Scout Troop 18
Milford, Massachusetts

Boy Scout Troop 18 is now accepting applications for the 29th Annual Christmas Gallery of Arts and Crafts. Once again, Troop 18 is looking forward to sponsoring the holiday craft fair for the community and to support our activities and civic projects. Last year, over 1,500 people attended the show, which presented a variety of original and handmade arts and crafts by 60 exhibitors.

The 2008 Christmas Gallery of Arts and Crafts will be held on:

Saturday, November 29, 2008 (the Saturday of Thanksgiving weekend)
10:00 am – 4:00 pm

Milford High School Cafeteria/Great Hall, 31 West Fountain Street, Milford, MA.

The Christmas Gallery of Arts and Crafts is open to individual artists and crafters. All work must be original and handmade by the exhibitor. Exhibits will be reviewed for compliance with this rule, and unacceptable items must be removed. No applications will be accepted from dealers or for commercial, wholesale or flea market items.

Jury and Selection: The Christmas Gallery of Arts and Crafts will be juried by a committee of working artists and crafts people using no fewer than three (3) photographs of your work submitted with your application. The Jury Committee will assess the quality of the handmade art or craft. With your application form, please send in at least (3) photographs of your art or craft for review by the Jury Committee. The Jury Committee will meet once a month to consider applications. If your application is approved, the photographs will be returned to you the day of the Craft Fair. If your application is not accepted by the Jury Committee, your application and photographs will be returned to you.

On the application form, you are to list the items that you will sell at the Craft Fair. No other items will be allowed at the Craft Fair without prior notification of the Troop 18 Craft Fair Jury Committee. This new procedure will be enforced to avoid any last minute and unknown additions which compete with already accepted and juried art/craft items. Photographs will be returned the day of the Craft Fair.

To provide a variety of crafts and artwork, the show will be accepting items from areas such as: Jewelry, Woodwork, Textiles, Two-dimensional Art (photography and paintings), Ceramics and Porcelain, Weaving and Basketry, Nature Art and Crafts (art/craft made from natural items, floral design, wreaths, and topiary), and Holiday Decorative Arts and Crafts. Any type of food items must be noted for careful review of the Craft Fair Jury Committee. The Jury Committee will determine the number of exhibitors for each category. Once a category is filled, the Jury Committee will begin a waiting list for that category. We urge you to apply soon as your category may fill quickly.

Spaces: Each space will be 10' wide x 8' deep, approximately. There will be approximately 60 spaces at this year's show. All displays or walkways must fit within your assigned space marked by tape. Once a space is assigned, changes can be made only at the discretion of the Troop 18 Craft Fair Committee. Some wall spaces are available with electrical hook-ups. If you need electricity for your display or tools, please specify your need for an electrical hook-up on your application. Lighting in the Cafeteria and Great Hall is quite good for displaying your work.

On the application form, please indicate if you would like a space in a center aisle, along a wall, or along a wall with electricity. The Christmas Gallery of Arts and Crafts will make every effort to accommodate your request.

Space reservation fee: A non-refundable registration fee of \$80.00 for each space is required with your application. Checks or money orders are to be made payable to Troop 18. Any check returned for insufficient funds will be charged a \$15.00 fee and may result in expulsion from this and future shows of the Christmas Gallery of Arts and Crafts. No exhibitor will be allowed to set up if his/her check has not cleared the bank. Your check will be returned if the jury committee does not accept your application, if all spaces are sold out, or if your category is full.

Exhibitors are responsible for their own display equipment, including tables, chairs, electrical cords, and unique requirements for their work.

Troop 18 or Milford High School will NOT supply any tables, chairs or electrical cords to any exhibitor this year.

Each exhibitor will need to bring their own equipment to set-up and display their work within their space. The Milford Fire Department requires that your set-up be clear of the aisles. In addition, it is the artist/crafter's responsibility to have a state sales tax number and to collect sales tax as deemed appropriate.

Set-up of display/spaces: The Cafeteria will be open at 7:00am for set-up. Troop 18 Boy Scouts will be available to help you unload your equipment and supplies. Spaces must be set-up and ready for the public by 9:30 am, and remain set-up until the close of the show at 4:00 pm. Coverage for bathroom and lunch breaks will be offered by Troop 18 Boy Scouts. At check-in on the morning of the show, please indicate if you would like a break scheduled and covered by our Scouts. Everyone must check in at the front table prior to set up.

Christmas Gallery of Arts and Crafts Program: Troop 18 will produce a show program to hand out to the public at the show. The program will list the name and description of the art/craft of each exhibitor. Please carefully complete the program description questions on the application, so that the show program is complete and accurate.

Parking and Lunch: Although the Milford High School has a large parking lot, all exhibitors are asked to move their vehicles to another part of the lot after unloading. Lunch, snacks, and drinks will be available for purchase at the show.

Applications: All applications must include the following:

1. Signed and completed application form.
2. Photographs - Please submit at least three (3) photographs of your work to be reviewed by the jury committee.
3. Non-refundable registration space fee of \$80.00 made payable to Troop 18 by check or money order.
4. Accurate description of your art or craft to be included in the Christmas Gallery of Arts and Crafts program to be distributed to the public at the show.

We urge you to apply as soon as possible as the category of your art/craft may fill quickly. Once an art/craft category is full, the Jury Committee will begin a waiting list for that category.

Incomplete applications cannot be processed and will be returned.

Confirmation of application acceptance will be mailed or e-mailed to you. Your check and application will be returned if all spaces are sold out or if your category is full. A floor plan of the show will be sent with your space assignment in October, along with instructions for check-in and set-up, directions and map, and lunch offerings.

Questions, applications, and photographs should be directed to: Mary-Ellen Frongillo, Troop 18, 6 Dana Circle, Milford, MA 01757, (508) 478-2851, or e-mail address: troop18craftsfair@yahoo.com. Please visit our Troop 18 web site for information and updates: <http://www.troop18milfordma.org>.

We look forward to a successful event to kick-off the holiday season!

Sincerely,

Mary-Ellen Frongillo
Boy Scout Troop 18
Christmas Gallery of Arts and Crafts