

Summerfair 2023 - Craft Show Application

Saturday, June 24th, 2023 - 9:00am - 3:00pm

John Dickinson Campus, Dickinson College

Please Print:

Business/Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Art/Craft Medium: _____

Description of Art/Craft: _____

Facebook: _____ Website: _____

Instagram: _____ Other: _____

Cost: \$50.00 (15' frontage x 12' deep):

Booths _____ Amount enclosed: \$ _____ Check #: _____

I understand and accept the terms of this agreement (Signature Required)

Please return this page of the agreement with your check or money order (payable to Carlisle Summerfair) to:
Connie Hollenbaugh, Attn: Summerfair, 3059 Spring Rd., Carlisle, Pa 17013

Office Use Only: Contract: _____ Payment: _____ Photos: _____ Space # _____

Please note additional notes or comments on reverse.

Carlisle Summerfair Craft Show Application

Saturday, June 24th, 2023

9:00am-3:00pm

John Dickinson Campus, Dickinson College, Carlisle, Pa. 17013

1. Exhibitor's fee is \$50 (15' wide x 12' deep). Checks should be made payable to 'Carlisle Summerfair' (checks or money order only please).
2. Exhibitors are required to send photos of their art/craft. Photos should be sent via email to chollenbaug@comcast.net so they can be used for marketing purposes and to determine booth placement. If photos are not received, we cannot place the artist/craftsman and will return payment if not received.
3. All items sold must be handmade by the person renting the booth space – no exceptions. Artists/craftsmen may share a booth as long as both are listed on the application. If items are found that are not handmade by the exhibitor(s), they will be asked to remove them or leave the campus.
4. Note: there will be a Kids Art Craft Activity from 9am-Noon along High Street beside Bosler Hall. Any organization that would like to participate may sign up free of charge but must provide free art/craft/fun activities for kids. Local businesses may participate if they have an art/craft related free booth with activities/handouts (example: face-painting, balloon art, etc.). Handouts such as brochures and business cards may be displayed, but no sales of product. A separate application for the Kids Art Craft Activity is available.
5. Exhibitor's space will be reserved in order of receipt. We will be accepting the first 120 applications with payment. Deadline for applications is May 31st, 2023.
6. A map of the craft show area with your space and set-up information will be mailed to you by June 12th.
7. If exhibitor has a canopy, tie-downs must be within exhibitors' space. Tents are requested to be weighted (40# per leg – recommended in case of winds).
8. Note – we do not jury the artists and craftsmen for this show – so please note that we also don't turn anyone away unless they don't make what they sell. It is entirely possible to have many exhibitors that make the same art/craft. The best we can do is ensure the best layout possible – so please be honest with what you make so I don't place a dozen jewelry artists beside one another!
9. No food items are to be sold at craft exhibitor booths. There will be food trucks/vendors on campus.
10. Dickinson will have the two buildings open at 6am for restroom usage. I have also requested a few handicapped port-a-potties.
11. Exhibitors are responsible for cleaning up their area. Trash receptacles are located on-site.
12. Set-up times will be from 6am-9am and tear down will be from 3pm-4:30pm. We will have No Parking signage in the morning so the public does not park along West and High Street while exhibitors are loading-in (signs will be removed by 8:30am). We ask that as soon as you have your vehicle unloaded, please move it to one of the surrounding parking lots (we'll provide a map) so other exhibitors can unload. We tried – but vehicles **ARE NOT PERMITTED ON CAMPUS** – so you will have to park, unload, and walk to your booth – so please be prepared with wagons/carts, etc. We try to have volunteers to assist but it's not always possible – so ***please consider this when applying for this show***. You will need to walk to your vehicles at closing time, so we ask that everything be packed and tore-down before going for your vehicle. Note – there is a stone wall around the campus so you cannot park and walk directly to your booth if you're along the street. There will be large signs placed along West Street and High Street a week before the show so the public knows there will be a craft show.
13. Note – there is a GM Car Show at the Carlisle Fairgrounds that day (we can't talk them into rescheduling)!
14. The Carlisle Summerfair will not carry insurance or be responsible for any personal injury or financial loss of any nature. There will be security police and medical emergency personnel on-site for the event.
15. EVENT WILL BE HELD RAIN OR SHINE and is outdoors. Cancellation date is June 1st for fees to be refunded.
16. Acknowledgement will be forwarded via email of receipt of application and payment (please send payment with the application). Questions may be forwarded to Connie Hollenbaugh at chollenbaug@comcast.net or (717)422-6895.