

**DEDHAM JUNIOR WOMEN'S CLUB**  
**40<sup>th</sup> ANNUAL CRAFT FAIR - NOVEMBER 18, 2023**

Dear Artisan/Crafter:

The Dedham Junior Women's Club cordially invites you to apply to be an exhibitor at our 40<sup>th</sup> Annual Craft Fair. The Fair will be held on **Saturday, November 18, 2023, at the Dedham Middle School, 70 Whiting Avenue, Dedham from 9:00 a.m. to 3:00 p.m.**

Our Show:

The DJWC Craft Fair has a long history of attracting highly qualified artisans and large audiences of holiday shoppers. Craft Fair proceeds are used to support DJWC's charitable giving, scholarships, and community-building activities.

The Committee works diligently to provide a relaxed and comfortable atmosphere for our shoppers and crafters. Our single level venue makes the show accessible to shoppers and crafters. We provide a variety of support and service to our crafters including traffic directors to assist you in unloading and parking and porter service during set-up (6:00 a.m. - 9:00 a.m.) and breakdown (after 3:00 p.m.).

Our jury panel selects a diverse group of exhibitors based on originality, design, quality and presentation. The Committee works very hard to offer our shoppers a wide assortment of crafts and in a range of price options. Applications are considered on a rolling basis until the show is full.

We invite you to donate an item worth \$10.00 or more to our raffle, held in the cafeteria. Your name will be listed with your donation, offering additional exposure to shoppers. Craft Fair staff will collect the donated item from you on the morning of the show. Proceeds are given to local charities or civic organizations selected by DJWC Club members.

Event Coverage:

DJWC uses local press and social media to promote the Craft Fair and to highlight its many talented exhibitors. When sending in photos of your craft, please send us high quality images which may be used in social media. We will post the list of exhibitors on our website in advance of the Craft Fair as a resource to shoppers.

Submitting Your Application:

Please take note of the following details in completing your application.

- **Application fees** - \$10.00 non-refundable application fee is required from all applicants and should be included with the application. Please also include a refundable check for the space fee of your choice. Single spaces are \$80.00 and double spaces are \$160.00. Both checks should be made payable to the Dedham Junior Women's Club.
- **Space size and display requirements** - Most spaces are 9 feet wide by 7 feet deep, and several spaces have a different configuration. **Exhibitors are responsible for providing their own displays, tables, and chairs.** All tables must be covered to the floor. All tables and chair legs must be rubber tipped. If not, please bring padding to protect the school floor.
- **Photos required** - Please enclose photos of the items you intend to exhibit and at least one photo showing your display. Judging is done primarily by examining these pictures. We ask that you bring

only the specific crafts or art work included in your description and photos. We reserve the right to request removal of any items not described in your application or which are not handcrafted. If accepted, your photos will not be returned to you. Note that for promoting the event on social media, we may select high quality images from accepted crafters.

- **Electricity** - Due to the many requests for electricity, and limited outlet availability, there is an additional \$15.00 charge for electricity. This fee entitles you to the use of only one outlet, from which you may run only two electrical cords.

***Return Applications To: Lisa MacKinnon, 238 Colwell Drive, Dedham, MA 02026***

The Dedham Junior Women's Club and Craft Fair Committee are always looking to improve and expand our show. Please share this information with other artisans you may know. If you have suggestions for the Committee, we encourage you to include them on the enclosed application. If you have any questions, please contact: [dedhamcraftfair@gmail.com](mailto:dedhamcraftfair@gmail.com) or Lisa MacKinnon at 781-956-6315.

Sincerely,

*The Craft Fair Committee*

**Craft Fair Application Check List:**

- Completed application form
- \$10.00 (non-refundable) application fee (separate check)
- \$80.00 or \$160.00 (refundable) space fee payable to the Dedham Junior Women's Club
- \$15.00 added to space fee, if electricity is required.
- Photos of crafts and set-up photo or description (Photos will not be returned if you are accepted)

**Please refer to our website [DJWC.ORG](http://DJWC.ORG) for Craft Fair updates**

**DEDHAM JUNIOR WOMEN'S CLUB, INC. APPLICATION FORM**  
**40<sup>th</sup> ANNUAL CRAFT SHOW ~ November 18, 2023**

**dedhamcraftfair@gmail.com**

*Please answer All Questions Completely and Print Neatly*

Club Use Only

\_\_\_ Appl. Fee

\_\_\_ Space Fee

\_\_\_ Electric Fee

\_\_\_ Photos

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Have you been in our Craft Fair before? Yes \_\_\_ No \_\_\_ If yes, what was your space number \_\_\_\_\_

Your Craft and price range (please be specific):

Important: Please describe your set-up in detail (i.e., table(s), display pieces that stand alone or need a wall for support, etc., and any special requests) Include a picture, if possible.

**SPACE:** \_\_\_\_\_ Single (9' wide x 7' deep) (\$80.00)

or

\_\_\_\_\_ Double (18' wide x 7' deep) (\$160.00)

\_\_\_\_\_ Check if electricity is required (\$15.00)

**Please Note: Some spaces are larger and of a different configuration. They are all \$80.00.**

**RAFFLE TABLE:** Will you donate item for raffle table?     YES     NO

**PUBLICITY:**    May we use your name for publicity purposes on all media?     YES     NO

Applicants must submit a **\$10 non-refundable application fee** and photos of their craft as described in the cover letter. **Refundable space fees must be submitted in a separate check.** All checks should be made payable to the DEDHAM JUNIOR WOMEN'S CLUB.

**Return your completed application to: Lisa MacKinnon, 238 Colwell Drive, Dedham, MA 02026**

No refunds will be issued after the acceptance of your application. To be included in our 1st jury, applications must be received by June 1st. Applications received after this date will be held until a later jury.

I hereby release the Dedham Junior Women's Club, its members and workers, of all responsibilities for any loss of, or damage to, my personal property or crafts, or any injuries to myself or my helpers resulting from participation in the Craft Fair. If I take orders from Shoppers on the day of the Fair, I hereby agree to fulfill my commitments to said Shoppers in a timely manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you know of any other crafter who would like information on our Show, please list their contact information on the back of your application.

**Please refer to our website [DJWC.ORG](http://DJWC.ORG) for Craft Fair updates**