

## SANDWICH CHRISTMAS IN THE VILLAGE APPLICATION

December 7<sup>th</sup> & December 8<sup>th</sup>, 2019

The Christmas in the Village Craft Fair & Holiday Celebration is held the first week-end of December in Center Sandwich, NH. Started over 40 years ago by the Sandwich Home Industries as a holiday craft fair for Sandwich craftspeople, it has expanded over the years beyond just a craft show to include the sale of a wide variety of other locally produced goods along with holiday activities and entertainment. Christmas in the Village is organized and promoted by a group of Sandwich craftspeople and other interested residents.

### Who can participate?

- Local craftspeople, artisans, authors, farmers, food providers, and related holiday and entertainment providers
- First preference given to participants from the town of Sandwich, secondly to those from surrounding towns: Tamworth, Moultonborough, Center Harbor, Holderness. If space is still available, participants from other nearby towns will be considered.
- New participants may be asked to provide photos of their work as part of the application review.

### Where the crafts and goods sold?

- Locations throughout the town of Sandwich. There are 3 major group locations: Sandwich Central School, Sandwich Home Industries, Sandwich Historical Society. There are limited spaces in each. Space will be assigned as appropriate and available.
- Other group locations such as the Arts Center at 12 Main Street, Benz Center, Grange Hall may also host participants.
- Sandwich artists, individuals, organizations, and businesses are encouraged set up in their home, shop, or other location in town as either as individuals or groups.

### What is required of participants?

- **Complete the entry form and remit participation fee by September 15<sup>th</sup>. Applications will be approved with assigned locations by October 1<sup>st</sup>.** The final map and list of participants will be made available November 15<sup>th</sup>, copies made and distributed prior to and during the Fair.
- Be set up prior to start of fair each day. Set-up on Friday is available at some locations. Participants are expected to bring their own tables and displays.
- Be present for the entirety of the 3 major locations **Sat 9:00 - 4:00 & Sun 10:00 - 3:00** and/or for the time you have indicated for your location on the brochure and map. Participants who fail to be present for the full time, may not be allowed to participate the following year
- Help put up posters, signs, distribute information and promote the event in their own advertising, especially through social media.

### What does it cost to participate?

**\$30 per space** - These fees go to the cost of printing, signs, advertising, wagon rides etc.

### How to apply

Please submit by September 15, 2019 with **FULLY COMPLETED** entry form and payment.

**Make out your check to Sandwich Craftsmen. Mail check AND form to Sandwich Craftsmen, PO Box 48, Center Sandwich, NH 03227.**

Also e-mail Diane Johnson at [sandwichchristmasinthevillage@gmail.com](mailto:sandwichchristmasinthevillage@gmail.com) photos of your product and/or you making your product with information for detailed press releases and for use on the Christmas in the Village Facebook page, and other advertising.

**QUESTIONS? Call or text Diane at 284-7168**

Contact Name \_\_\_\_\_

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

Address \_\_\_\_\_

Mailing Address, if different \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Website \_\_\_\_\_

Description of crafts/items to be sold and/or activities to be held

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location desired:** Please indicate 1<sup>st</sup> and 2<sup>nd</sup> preference

\_\_\_\_\_ Sandwich Central School      Number of 10' x10' spaces \_\_\_\_\_

\_\_\_\_\_ Sandwich Historical Society      Space needed \_\_\_\_\_

\_\_\_\_\_ Sandwich Home Industries      Space needed \_\_\_\_\_

\_\_\_\_\_ Other group-location      Where? \_\_\_\_\_

\_\_\_\_\_ My own business/home      Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you willing to host other participants at your location?     YES     NO

**Participants are expected to bring their own tables, chairs and display equipment.**

Do you need access to electrical service in your booth? \_\_\_\_\_ Access to water? \_\_\_\_\_

Any other special requests? \_\_\_\_\_

**Fee enclosed:** \_\_\_\_\_      **Check #** \_\_\_\_\_

For questions about space and facilities available, call or text Diane at 284-7168 or email: sandwichchristmasinthevillage@gmail.com.