

How to Apply

By **April 12, 2011**, submit:

- The **Application and Inventory Review forms** (*Make a copy for your records if you like.*)
- **Photos** of a representative sample of your work (*And a stamped, self-addressed envelope if you want your photos returned.*)
- Your **\$25 nonrefundable application fee** (*A check made out to "Waterford Foundation/Mill." Do not send cash.*)

Applications will not be considered unless the \$25 fee is enclosed.

Applications must be mailed or delivered to:

Waterford Foundation, Inc.
P.O. Box 142
Waterford, VA 20197

Applications cannot be submitted by email.

About your application fee ~

The application fee is \$25.

It must be sent in with your application and is non-refundable.

No additional participation fee will be collected at check-in. The commission on total sales remains at 25%.

Questions?

Contact the Waterford Foundation Fair Office:

540 882-3018 ext. 112 or 114
fairadmin@waterfordfoundation.org

Check our website for updates and information:

www.waterfordfoundation.org

2011 Schedule

April 12—Applications due

May—Applicants notified

August— Exhibitors receive update letter with details for check-in and check-out and volunteer assignments for those willing to help.

Weekend before the Fair— Exhibitors deliver their craft items to the Mill (dates, times and detailed information with the August letter)

October 7, 8 & 9—The Fair!

Monday October 10— Sorting of unsold items (by volunteers)

Weekend after the Fair— Exhibitors pick up their unsold items (dates, times and detailed information with the August letter)

Before Thanksgiving— Checks mailed to exhibitors for Fair Mill sales.

The Mill Committee Co-Chairs

Betty Cox
Carol Davis
Lynn Maurer

We welcome new items and new Mill exhibitors! Please share this information with others who may wish to apply.

The application information and forms are available on our website:

www.waterfordfoundation.org

APPLICATION

for the

68th Annual

Waterford

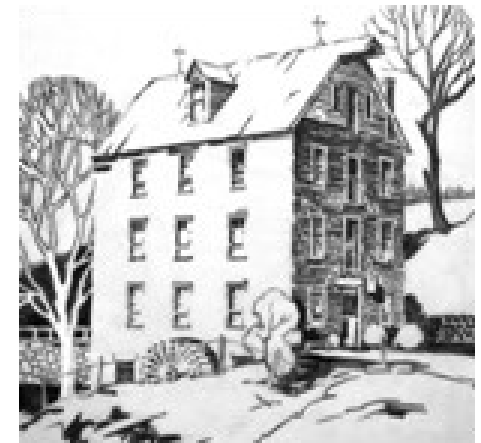
Homes Tour & Crafts Exhibit

October 7, 8 & 9, 2011

Consignment Sales

at the

OLD MILL



Applications are due

April 12, 2011

Filling Out the Forms

The Application Form

Your **Exhibitor Number** is on the application package envelope. New applicants will be assigned an Exhibitor Number with their acceptance letter.

Submitting Photos

Submit photos as hard copy or CD.

Photos may not be emailed.

- Submit photos of a representative sample of the types of items you want to sell at the Mill.
- Photos should portray the entire item. Additional close-ups of detail are encouraged.
- Limit the number of items in each photo; clarity is important.
- Identify each photo with the line number on the Inventory review Form list that corresponds to that type of item.
- Label each photo or CD with your name and Exhibitor Number.

Volunteering

About 100 volunteers are needed to help with check-in and check-out, staffing the Mill during the Fair, and sorting unsold items after the Fair.

Volunteers receive a badge good for admission all three days of the Fair.

If you can help, note your preferred time(s) and duties on the Application Form.

Your volunteer shift(s) and duties will be confirmed in a note with the August update letter. If you are not sure at this time, write “maybe” on the form and we will contact you later.

The Inventory Review Form

- In the first column, list each type of item you want to sell (e.g., place mats, bowls, baskets, ornaments, dolls, etc.)
- In the second column, briefly note the materials used, size, and any other important descriptor for each type of item. If the items will have a holiday theme, note which (e.g., Christmas, Halloween, Thanksgiving, etc.)
- In the third column, note the price or range of prices you expect to charge for each type of item.
- Do not write in the “Jury Decision” spaces.

You will receive a copy of the Inventory Review form with your notification letter in May, indicating which types of items are/are not accepted, and the reviewers’ comments or conditions.

Please Note

Display of your crafts is taken very seriously so that we can expect the highest sales possible. You will be paid for all items not returned to you after the Fair. *Unfortunately, we cannot be responsible for damaged items that were not sold.*

The Mill Committee reserves the right -

- to choose what is deemed appropriate for consignment and to limit quantities due to space limitations; and
- to decline to display any crafts not representative of the items approved by the reviewers or not compliant with conditions noted on the Inventory Review form.

Items that do not conform to the Standards can be removed from consignment. In all cases, the decision of the Mill Committee is final.

Standards

Items to be sold in the Mill must be HAND CRAFTED by the exhibitor, with the highest quality workmanship, originality and creativity, and be appropriate for the Waterford Homes Tour & Crafts Exhibit.

The **Exhibitor Number and price** must be clearly and firmly affixed to each item.

Tags or labels should be smaller than and not overwhelm the item. Your personal logo and contact information may be on the label or tag.

Any **pertinent information**, including cleaning instructions, should be attached when appropriate.

Items in sets (place mats, jewelry, etc.) should be tied or packaged together. Earrings must be affixed on cards for display. Removable parts must be securely attached for safe display and handling.

Toys must be child-safe, of non-toxic materials and finishes and without small parts if intended for young children. **Decorative items resembling toys**, but not child-safe, should be labeled as such.

Fiber and fabric items should be made of natural or excellent quality synthetic fibers. Items likely to need frequent cleaning may be made totally of synthetic fibers. Washable items should be pre-shrunk.

Pottery must be hand-thrown or hand-built, well glazed and tagged if safe for food use.

Wooden items should have smooth surfaces and edges and be finished on all sides unless intended for hanging on a wall.

Dried flower arrangements and wreaths should be entered at the Schooley Mill Barn, not at the Mill.

Items will *not* be accepted if they:

- are made from kits or pre-stamped designs;
- are made primarily from materials such as aluminum foil, plastic, pipe cleaners, plywood, Styrofoam, paper doilies, or rocks; or
- display licensed characters or a logo such as for organizations, businesses or sports teams.

**Waterford Fair Mill Consignment
APPLICATION**

Submit this **Application** form with the **Inventory Review Form** (on reverse) and photos of a representative sample of your craft items to the Waterford Foundation (address below), by the April 12, 2011, deadline.

Previous Exhibitors: Your Exhibitor Number is on the envelope. New Applicants: You will receive an Exhibitor Number when you are accepted.

Please print

Name		Exhibitor Number	
Address			
City		State	ZIP
Phone (day) () ()	Phone (evening) () ()	Phone (cell) () ()	
email			

1. Enclose photos (on paper or a CD) of a representative sample of your craft items

- Be sure your name and Exhibitor Number is on each photo or CD.
- Identify each photo with the line number on the Inventory Review form that describes that type of item.
- CDs should be protected in a plastic “jewel case” or with stiff cardboard.

Do you want your photos returned? No Yes – *Enclose a stamped, self-addressed envelope.*

2. Can you volunteer to help staff the Mill during the Fair?

No Yes - *Check the day(s) and shift(s) that would be most convenient for you:*

	Friday October 7	Saturday October 8	Sunday October 9	Any Day
Morning (9:30 am – 1:15 pm)				
Afternoon (1:15 pm – 5:00 pm)				
Any half-day shift				

I would prefer to help with:

<input type="checkbox"/> Cashier	<input type="checkbox"/> Front door
<input type="checkbox"/> Wrap & bag purchases	<input type="checkbox"/> Back door & basket return
<input type="checkbox"/> Floor Monitor	<input type="checkbox"/> Any task

3. Can you volunteer to help before and/or after the Fair?

Check-in of exhibitors' craft items (9 – noon each day)

- Friday September 30
- Saturday October 1

Sorting of unsold items on Monday October 10 (10 – noon)

Check-out of exhibitors' unsold items (9 – noon each day)

- Friday October 14
- Saturday October 15

Questions?

Call 540-882-3012
ext. 114 or 112
or email
fairadmin@waterfordfoundation.org

SEND TO:

Waterford Foundation, P.O. Box 142, 40183 Main Street, Waterford, VA 20197 *Attn: Mill Application*

APPLICATION DEADLINE: APRIL 12, 2010

Waterford Fair - Mill INVENTORY REVIEW FORM

Complete this form with your application. A copy with the Jury's decisions will be returned to you after Jury review.

Exhibitor Name		Exhibitor Number	JURY DECISIONS <i>(Do not write in these columns)</i>		
Item Type	Description & Materials Used	Price Range	Accept	Reject	Notes
Example <i>Placemats</i>	<i>Cotton pieced & quilted; sets of four; Thanksgiving & Christmas designs</i>	<i>\$40 - \$55</i>			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

If you have more than 15 different types of items, please copy this form
or download a copy from the Waterford Foundation website: www.waterfordfoundation.org