



PROSPECTUS

The Crafts Alliance is a non-profit organization dedicated to the development and promotion of fine art & craft. Each summer we host two juried shows on the historic and beautiful grounds of the Chautauqua Institution, a world famous cultural center. Each show features the work of up to seventy five accomplished craft & fine artists. The Crafts Alliance works consistently towards improving the overall quality of the shows from the standpoint of both the exhibitors and the buying clientele. The show welcomes thousands of shoppers, both residents of the Institution and daily visitors.

ELIGIBLE APPLICANTS

Craft and fine artists who create original work and agree to be present to sell that work personally may apply. (Photo identification may be requested during the shows)

IMPORTANT NOTE: *No reproductions of any kind are allowed.*

INELIGIBLE crafts include hobby-crafts such as ceramics cast from commercial molds, decoupage, embellished items, beads, dough art, commercially produced buckles, import items, kits, food or beauty products. Dealers or agents selling on behalf of other artists are INELIGIBLE.

ONLINE APPLICATION PROCEDURE and DEADLINE

Apply online by completing the application form and submitting **5 images that accurately illustrate the work** you intend to show and sell (DO NOT submit a booth slide).

THE DEADLINE FOR APPLICATION SUBMISSION IS MARCH 15, 2025

YOU WILL NOT BE CONSIDERED AFTER THIS DATE.

A non-refundable processing fee of \$45 will be collected online when you submit your information and images. Only one application fee is required whether you are applying to one or to both shows. If the work is in more than one media category, separate applications (and fee) must be made. (For example: a fiber applicant also wanting to market jewelry)

Applicants may be asked to submit a photo of your outdoor booth set up to be sent in a separate email to info@craftsalliance.com



UPLOAD ONLY ONE SET OF IMAGES EVEN IF YOU ARE APPLYING TO BOTH SHOWS.

You are urged to employ the services of a professional photographer to generate the best possible representation of your work for the selection panel to review. You must fully and accurately represent the **complete** range of items you wish to market.

IMPORTANT NOTE *Only the highest quality images of your work can be considered for use in the Crafts Alliance advertising & website.*

ACCEPTANCE, CONTRACT and SHOW FEE DEADLINES

The Crafts Alliance will notify ALL applicants of their status (accepted, declined or waitlisted) via E-MAIL the second week of April. Please be sure the e-mail address you provide is the one you check most often.

Accepted artists will also receive the show contract attached to their email. Artists must then send a signed show contract along with a check for the booth fee of \$400 (per show) by US Mail to: Crafts Alliance PO Box 310 Buffalo NY 14205

ALL CONTRACTS AND SHOW FEES MUST BE RECEIVED NO LATER THAN:

MAY 15, 2025 for the JULY SHOW

JUNE 15, 2025 for the AUGUST SHOW

IF NOT RECEIVED BY THE DUE DATE YOU WILL LOSE THE SPACE.

(PLEASE LEAVE PLENTY OF TIME FOR THE MAIL!)

For security purposes checks will be deposited upon receipt.

Applicants will be responsible for any fees incurred for returned checks.

There is no refund of show fees after the deposit dates listed.

CRAFT SHOW DETAILS

Exhibit spaces are located on Bestor Plaza, a lovely outdoor commons area in the heart of The Chautauqua Institution. There are a handful of shops, restaurants & cafes surrounding the plaza.

Show hours are Friday–Sunday 10AM–5PM

Complimentary Coffee and Donuts Friday (ONLY) 8AM on the colonnade.

Lunches–Volunteers will stop by your booth to take daily lunch orders from the local deli if you choose to participate in the lunch menu offered (cash only). You will receive a menu to fill out, it will be collected and your lunch delivered to your booth.

We have a friendly group of volunteers to watch your booth at a pre-scheduled time or if you need a quick break. They will not be permitted to make any sales or help with setting up or breaking down of your booth.

Advertising, Promotion and Social Media is used to promote each show.

SALES TAX COMPLIANCE

Exhibitors are individually responsible for collecting and reporting the New York State Sales Tax. Out of state exhibitors must obtain a temporary New York State Sales Certificate prior to arriving at the festival. (NYS does not provide on-site compliance) **BRING YOUR ORIGINAL TAX CERTIFICATE TO THE CHECK IN LOCATION SO THAT WE CAN RECORD YOUR SALES TAX NUMBER.** You may not sell without complying with this rule. **THERE WILL BE NO EXCEPTIONS!**

Going on line is the best way to secure your NYS Tax Certificate and we urge you to allow plenty of time for processing. Go to: www.nys-permits.org. Note that the State requires you to apply no sooner than 90 days and no later than 20 days prior to the event.

INSURANCE COMPLIANCE

It is absolutely required that all exhibitors carry insurance and that Chautauqua Institute be included as an additional added insured party. You may be asked for proof of policy.

Your insurers will require an address and email. Please use:

Chautauqua Institution
1 Ames Avenue
Chautauqua, NY 14722

TERMS, CONDITIONS and EXPECTATIONS

BOOTH SPECS—Each space measures 10' x 10' accommodating the standard size show tent. You must adhere to your marked spot. Exhibitors must provide all of their own display materials. There are no tables, chairs, or electricity available. We expect your booth display to reflect the high quality level of this show. No totes or excess inventory is allowed outside of your 10x10 allotted booth space. Exhibitors may not bring pets to the venue.

ARRIVAL, SET UP & BREAK DOWN—Exhibitors will be assigned a strict arrival/set up time. Unloading before setting up your tent is encouraged as your vehicle will only be permitted on the grounds for 30 minutes. You will need to move your vehicle for the next timed exhibitor's arrival. At the conclusion of the Show, exhibitors may **NOT** bring their vehicle on to the plaza until their booth is fully dismantled and ready to be loaded.

THIS WILL BE STRICTLY ENFORCED AS WE MUST ADHERE TO THE INSTITUTES PEDESTRIAN SAFETY & PARKING POLICY. THERE WILL BE NO EARLY ACCESS AS MANY PEOPLE RESIDE ON THE GROUNDS.

EXHIBITORS WORK—You may only display the type of work with which you applied to the Craft Show. Application images are retained to verify compliance. The exhibition or sale of any work not properly illustrated in the application materials is strictly prohibited. This is a high quality show, No "sale" prices may be indicated and no seconds or damaged goods may be sold.

Failure to comply with any show rules will affect future participation. Accepted artists will receive more detailed information in an email one month prior to each show date.

The Crafts Alliance considers your contract and show fee(s) a commitment to exhibit if you are selected. Accepted applicants are expected to participate with the full understanding of all the terms and conditions listed. **AT THE DISCRETION OF THE EXECUTIVE DIRECTOR OF THE CRAFTS ALLIANCE, EXHIBITORS WILL BE ASKED TO REMOVE ANY WORK FOUND TO BE OUT OF CHARACTER WITH THE APPLICATION IMAGES SUBMITTED.**



QUESTIONS MAY BE ADDRESSED TO

Joseph Lonzi, Executive Director of the Crafts Alliance, Inc

Telephone: 716-553-5915

Email: info@craftsalliance.com

MAIL YOUR CONTRACT AND FEE(S) TO

Crafts Alliance

P.O. Box 310

Buffalo, New York 14205