



# BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

Berkshire South presents:  
**Arts, Crafts and Makers Festival**  
Vendor Application

**Date:**

Saturday, November 4th, 2023  
11:00am-3:00pm

**Location:**

Berkshire South Regional Community Center, 15 Crissey Rd, Great Barrington, MA. The Festival will be outdoors, weather permitting. In the case of bad weather, we will be holding the festival indoors in our Auditorium, Meeting Rooms, and Lounge Area.

- Please note: If the event does need to move indoors, we will do our best to provide everyone with the full 10x10 or 10x20 space they had reserved. Locations inside may vary depending on booth size.

**Booth Info:**

- Set-up begins at 10:00 am
  - Early entry set up at 9:00am for additional fee
- Booths are **10'x 10' for \$85** or **10'x20' for \$130**
- Vendors are responsible for their own display, set-up and materials
- WIFI is **unavailable** outdoors (Please plan accordingly for payment needs).
- The following are available on a first-come, first served basis (limited availability):
  - ★ Electricity access (\$15)
  - ★ Pop-up Tent (\$15)
  - ★ 6' table (\$10)
  - ★ Black tablecloth (\$5)
  - ★ Chair (Free)
- We do not have an ATM on site.
- The sale of any food products will need a permit from the town (we can send you the link.)

**Marketing:**

Marketing includes WSBS radio announcement, posters, flyers, BSRCC website, e-blasts, backpack flyers for childcare programs, display in our Center, Facebook event and our marquee sign on Rt. 7. While Berkshire South has a great following, we still rely on grassroots marketing from YOU to spread the word about the festival!

**Social Media:**

Berkshire South has welcomed a new marketing manager who, along with all of the usual marketing, is working to make our social media accounts more visible to the public. If you follow our accounts on Facebook and Instagram you may have noticed there have been wonderful posts lately showcasing the day to day happenings at the center. As the Arts, Crafts, and Makers Festival moves closer, we would LOVE to promote the different vendors and their products. To help with this, we would love to have you share a few photos of your products, booth set ups or any other fun vendor product related photos you may have. If you have a Facebook or Instagram Handle that you would like to have tagged on related posts please let us know below.

**Facebook Handle/Page Name:**

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**Instagram Handle:**

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Please contact Amanda Leavenworth for more information or with any questions.

[Aleavenworth@berkshiresouth.org](mailto:Aleavenworth@berkshiresouth.org)

413-528-2810 ext 32.

Mail your application and payment to:

**Berkshire South Arts, Crafts and Makers Festival**

**15 Crissey Road**

**Great Barrington, MA 01230**

Or **email** your application to [aleavenworth@berkshiresouth.org](mailto:aleavenworth@berkshiresouth.org)

**Arts, Crafts and Makers Festival**  
**at Berkshire South Regional Community Center**  
 Saturday, November 4th, 2023

<b>Vendor Application</b>
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**Please print clearly:**

Business Name	
Artisan Name	
Address (include town, zip)	
Phone	
Email	
Website	

**Product Info:**

%	Craft	Description	Price range	Majority price
EX:	Jewelry	Handmade jewelry including earrings, necklaces & bracelets	\$8-\$35	\$15

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**Pricing & Payment Information:**

10'x10' Booth Fee	\$85	
10'x20' Booth Fee	\$130	
EARLY ENTRY for set up 9:00am	\$15	
Electricity/Festival- One extension cord provided.	\$15	
Pop-up Tent (limited availability)	\$15	
6' Table \$10/each	\$10	
Black Tablecloth \$5/each	\$5	
Chairs - Free	\$ 0	
	<b>Total:</b>	

- Enclosed is my check made payable to **Berkshire South** (notes section add Arts, Crafts & Makers Festival)
- Cash (accepted at the Front Desk)
- Please charge my credit card (MasterCard, Visa, Discover) \$ \_\_\_\_\_

Card number	Exp Date
Name on card	Security code (back of card)
Signature	Date

***Please mail your completed application and payment information to  
Berkshire South Arts, Crafts and Makers Festival | 15 Crissey Road | Gt  
Barrington, MA 01230 or email your application and credit card info to  
aleavenworth@berkshiresouth.org***