

***Morale, Welfare and Recreation Department
Naval Air Station, Patuxent River, Maryland***

**REGISTRATION FORM
ARTS AND CRAFTS FESTIVAL**

Pass
No. _____

Exhibitor's Name: _____ Date: _____

Business Name (if different than above): _____

Address: _____

Work Phone: _____ Home Phone: _____

Email: _____

Status (*Please check*):

- ☐ Active Duty Military ☐ Retired Military
- ☐ Contractor (*must be employed at Patuxent River or Webster Field Annex cannot sponsor a guest*)
- ☐ DoD Civilian Employee (*must be employed at Patuxent River or Webster Field Annex*)
- ☐ DoD Civilian Retired ☐ Sponsored Guest: _____ (Name of Sponsor)
with base access _____ (Worksite & Phone No.)

Space Assignment: Row _____ or Wall _____ Space _____

Table or Chair Rental (*Please check*):

- ☐ Yes. I will need to rent tables and/or chairs (*Please fill out a Table and Chair Rental Agreement*)
- ☐ No. I will bring my own tables and chairs.

Crafters needing tables or chairs must make reservations and payment at least 48 hours prior to the start of the festival. Reservations must be made through Customized Creations. **Table and chair reservations can no longer be made the day of the event at the Drill Hall.**

There will be no electrical outlets we suggest you bring battery operated lights, stock up early.

General Information

Space registration as well as table and chair rental must be made through Customized Creations, Building 652 on Millstone Road. Directions: First left past the runway off of Cedar Point Road, Naval Air Station, Patuxent River, Maryland 20670, Monday through Friday, from 10 a.m. to 4 p.m. You can reach us at 301-342-6293. Registration will begin on the following dates and continue until all spaces are filled:

Active duty and retired military: Monday, September 9; 8:30 a.m. the first day; 10 a.m. after that until filled

Past crafters: Monday, September 16; 8:30 a.m. the first day; 10 a.m. after that until filled

DOD civilian employees & contractors: Monday, September 23; 8:30 a.m. the first day; 10 a.m. after that until filled

Date: *Saturday, December 7 (Snow Date: December 14)*

Location: *Drill Hall, NAS Patuxent River, MD 20670*

Festival Hours: *10 a.m. - 3 p.m.*

Gate Access and Set-up: *Crafters can start setting up at 5am. Please be set-up by 9 a.m. We have people that start to come in after 9:30 a.m. even though we don't open until 10 a.m. After set up please take the tape off the floor around your space.*

All crafters must gain access to the station through Gate 1 at the intersection of Rte. 235 and Pegg Road. Crafters without gate access make sure your sponsor has spelled your name correctly you will not get on without being on the special event list. Due to heightened security, a 100% photo ID check will be in effect and no exception can be made. A vehicle search may be conducted so expect delays at the gate.

Exhibit Space: **\$75.00** per space (approximately 10 ft. wide x 7 ft. deep)
The space fee does not include table and chair rental, electrical outlets or extension cords.

Tables and Chairs: \$9.00 per 8 ft. table
\$0.75 per folding chair

Photo Policy

On occasion, MWR staff may photograph or videotape participants utilizing MWR facilities or participating in recreational programs. These photographs are for MWR use only and may be used in publications, brochures, pamphlets, flyers or video productions.

Types of Items to Be Exhibited

(All Items for Sale Must Be Handmade, any commercial items the day of the show will be asked to leave without a Refund no Exception's.)

I understand that the Morale, Welfare and Recreation Department is not responsible for any lost or stolen items. Any articles left at the Drill Hall will be disposed of at the convenience of the MWR Department. I also understand that MWR is in no way responsible for any financial matters concerning individual exhibitors. Refunds for exhibit space will be granted by MWR only for a short grace period. Any cancellations after November 15 will not be refunded. By signing below it is further understood that the table(s) and chair(s) are not included in the price of the exhibit space.

Exhibitor's Signature

Date