



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

REGISTRATION FORM
HOLIDAY ARTS AND CRAFTS FESTIVAL

Receipt 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)
DoD Civilian Employee
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 the Community Recreation Office. Table and chair reservations are unable to be made the day of the event at the Drill Hall.

Electrical Outlets -There will be no electrical outlets available for your use. We request you use lights with batteries to illuminate your crafts.

General Information

Space registration as well as table and chair rentals must be made through the Community Recreation Office, Building 2655 Naval Air Station, Patuxent River, Maryland 20670, Monday through Friday, from 9 a.m. to 5 p.m. The registration deadline is December 2.

Festival 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 starting at 6:30 a.m. Please complete set-up by 9:30 a.m. After set up, please take the tape off the floor around your space.

All crafters must gain access to the installation through Gate 1 at the intersection of Rte. 235 and Buse Road. Crafters without gate access should verify their sponsor has spelled their name correctly to ensure access through the event list. Due to heightened security, a 100% photo ID check will be in effect and no exceptions can be made. A vehicle search may be conducted, so expect delays at the gate.

Exhibit Space: \$70.00 per space (approximately 12 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
\$1.00 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, social media or video productions.

Types of Items to be Exhibited *(All Items for Sale Must Be Handmade)*

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