

DEEP Employee Arts & Crafts Sale for Charitable Giving Exhibitor Rules

Over the years lots of questions have been asked and answered concerning the logistics, eligibility, and general workings of the DEEP Employee Arts & Crafts Sale. It may seem like a simple event to organize, but believe it or not, it takes a fair amount of coordination and cooperation. In an attempt to streamline (LEAN) the process, this list is a result of items/issues that have been addressed and resolved over the years. Hopefully, this will answer most of your questions, but if not, feel free to contact me at 860-424-3771.

Thanks, Naomi Davidson.

1. Aside from contributing to the charitable giving campaign, this sale is meant to showcase DEEP employee talents, and as such, the art or craft must have been made by a DEEP employee. However, there are exceptions (see 2, 3, 4, & 5 below).
2. DEEP employees can sell arts and crafts made by a family member. The family member can be present at the sales table as long as the DEEP employee relative is there with them during the hours of the sale.
3. Retirees, seasonals, interns, and former exhibitors are welcome to participate in the sale.
4. Department of Revenue Services employees who are located in our building are welcome to participate in the sale. Of course, PURA and Energy staff from the New Britain offices are included as well.
5. Should all the available tables not be sold by the registration deadline, state employees from other state agencies may be considered for participation on a first-come, first served basis.
6. DEEP employees must take responsibility for signing their family member in/out with the security desk, and for making arrangements for parking, unloading, set-up, etc.
7. The registration fee collected by the event coordinator goes to the charitable giving campaign.
8. The money exhibitors collect from the sale of their items is theirs to keep.
9. Baked goods are not an art or craft, unless of course they are made as a decoration such as gingerbread houses or holiday ornaments.
10. Items like Tupperware, Dine-Out, Avon, Pampered Chef, Amway, etc. are not considered arts or crafts.
11. The Phoenix Auditorium can only hold 18 six-foot long tables, and DEEP only has 18 tables available to loan. So unfortunately, participation is limited to 18 exhibitors...sign-up early!
12. The registration fee is per exhibitor and includes one six-foot long table. If two or more different exhibitors share a table, each must pay the registration fee. Exhibitors are responsible for bringing their own table cover.
13. Exhibitors may bring a small shelf, rack or prop to put on the floor near their table. Keep space limitations in mind. In fairness, exhibitors should all occupy about the same size footprint.
14. Due to ethics rules, state employee exhibitors must use vacation or PL time during the hours of the sale, except during their normal lunch period.
15. Exhibitors will need their supervisor's approval to participate.