



Long Island Craft Guild
2nd Annual Craft Fair Application
Saturday, November 15, 2014 10 AM-4 PM
Ethical Humanist Society, 38 Old Country Road, Garden City, NY
Entry deadline: September 20, 2014

GENERAL INFORMATION

Application to the juried Craft Fair is open to all Long Island Craft Guild members in good standing. Additional copies of this application and LICG membership form can be found at www.licg.org.

Check-in and set-up will begin at 8:30 AM Saturday, with completion expected by 10 AM and cars moved from unloading area to parking lot or street. Load-out should be completed by 5 PM.

Coffee/tea and bagels will be provided during set-up. Artisan is responsible for all other refreshments. A limited number of volunteers will be available for booth sitting.

EXHIBITOR INFORMATION

Last Name _____ First _____ Business Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail Address _____

NY Sales Tax Number _____ Vehicle make & model _____ Vehicle license Plate # _____

MEDIA CATEGORY

Price range: _____.

- Leather Jewelry Mixed Media Metal
 Glass Fiber Pottery Wood Graphics

If the artisan's body of work includes another category, all that apply must be checked (i.e., a potter also does some slumped glass or makes jewelry). Three high-resolution jpegs (1500 pixels on the longest side) of each type of work, as well as one of the table/booth set-up, must be emailed at the time of application to licraftguild@gmail.com. Work that is not represented in the images cannot be displayed. Two artisans may share a space but must complete a joint application. Any questions can be directed to Dianne Matus at 631-587-2313 or to the above email.

SPACE REQUIREMENTS

There are 72 inch by 30 inch tables and chairs available at the EHS. Artisans may bring their own set-up with the understanding it will not be more than 6 ft. high and fit within the space requirements, including seating and storage. Artisans will provide table coverings that are floor length.

Check box if artisan plans to use own display:

4 ft. by 6 ft. space @ \$55 \$ _____

5 ft. by 8 ft. space (a limited number are available) @ \$70 \$ _____

If you are not a current member of the LICG and wish to participate, complete membership application below and include appropriate dues with application fee. \$ _____

Total Due \$ _____

Please include check or money order with your application made out to LICG. Note: Cancellation up to one month prior to show will receive a refund, less a \$15 administrative fee.

Mail application, contract, and fees to: **Dianne Matus, 15 Lowerre Street, Babylon, NY 11702-2505.**

Email jpegs to: licraftguild@gmail.com. Please put your last name and medium in subject line, and title, brief description of work in the body of the email. Note: these photos will be used for newspapers and the postcard, so high-quality images are important.

CONTRACT

Exhibitor must abide by and be subject to the following agreement as condition for acceptance at the Long Island Craft Guild's Craft Fair:

1. All crafts to be displayed in my booth at the show are my own hand-made creations. I will not sub-let booth space nor act as a dealer for other craftsmen or manufacturers.
2. I understand LICG reserves the right to remove without refund or recourse any exhibitor who misrepresents himself or his product.
3. I agree to comply with all local and state regulations, and assume responsibility for collection of NYS sales tax and direct payment to government authority. (Use the following to obtain sales tax information and application for a NYS Tax ID: NY State Department of Taxation and Finance, 1-800-972-1233 or www.nystax.gov.)
4. I understand that sale signs are prohibited and that I must store excess stock out of sight, and I agree to abide by move-in and move-out regulations as stipulated by LICG. I further agree to remain set-up and present for the duration of the show.
5. The enclosed check/payment represents a commitment to the show. Once accepted, I understand if I fail to appear one hour before show opening I forfeit my right to exhibit without refund or recourse.
6. I will not hold LICG or EHS, their agents, employees, or officers liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned or impeded by closures of site location due to any causes beyond its control. Nor will I hold LICG or EHS responsible for loss or damage of exhibitors' wares, exhibits, or personal property or for loss or injury caused by projects sold or exhibited by exhibitors directly or through warranty express or implied. Insurance for such loss, damages or injury will be my sole responsibility.
7. If my check/payment is returned due to insufficient funds, I agree to replace it with a money order and a \$30 service fee or forfeit my spot at the show.
8. LICG reserves the right to amend and/or add to the applicable rules pertaining to and governing this show at any time prior to the commencement of such show. Additions or amendments will be circulated to exhibitors in writing. The interpretation of all rules by LICG shall be final.
9. I agree that images of my work may be used for promotional purposes.

GENERAL RELEASE AND ACCEPTANCE OF RULES

I (artisan) have read the contract and agree to abide by said rules. I understand that if this application is not accepted, space fees will be voided and returned by mail. In addition, artisan indemnifies and agrees to hold harmless the LICG and EHS, their trustees, employees or agents for any harm, including, but not limited to: injury, loss, theft, damage or false arrest and indemnities' collective liability for any reason is limited to amount paid to this organization by artisan.

Signature _____ Date _____

	LONG ISLAND CRAFT GUILD, INC. MEMBERSHIP APPLICATION	Date _____
Name _____	<input type="checkbox"/> New	
Address _____	<input type="checkbox"/> Renewal	
City, State, Zip _____	<input type="checkbox"/> Single Membership \$35/year	
Telephone _____	<input type="checkbox"/> Family (2 members) \$60/year	
Email Address _____	<input type="checkbox"/> Senior Citizen (62+) \$20/year	
Website _____	<input type="checkbox"/> Full-time Student \$20/year	
Media Groups: <i>Clay, Fiber, Glass, Metal/Jewelry, Paper, Wood, Other</i>	Make checks payable to Long Island Craft Guild, Inc.	
Primary Media Group: _____	Mail to: Ms. Lynda Catz, LICG Membership Chair	
Secondary Media Group: _____	41 Quintree Lane	
	Melville, NY 11747-1832	
	Membership valid for one year from original date of joining.	
	LICG website: licg.org Phone: 516-350-8984	