



Long Island Craft Guild

4th Annual Fine Craft Fair Application

Saturday, November 18, 2017: 10AM – 4PM

Ethical Humanist Society of Long Island, 38 Old Country Road, Garden City, NY

ENTRY DEADLINE: SEPTEMBER 9, 2017

Notification via email or phone on or before September 23, 2017

GENERAL INFORMATION

Application to the juried Fine 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 by 10 AM and cars moved from unloading area to park across the street. Load-out should be completed by 5 PM.

Each participant is responsible for his or her own refreshments. A limited number of volunteers will be available for booth sitting for breaks.

EXHIBITOR INFORMATION – remember to SIGN the release on the back of this form!

Last Name _____		First _____	Business Name _____	
Address _____		City _____	State _____	Zip _____
Phone (H) _____		(Cell) _____	E-mail _____	
NY Sales Tax No. _____		Number of PRINTED postcards (e-card for everyone) _____		

Max. 25

MEDIA CATEGORY(IES) you will bring to sell: PRICE RANGE: \$ _____

- Metal/Jewelry
 Paper
 Glass
 Clay
 Fiber
 Wood
 Mixed Media

If the participant’s body of work includes multiple categories, all that apply must be checked (i.e., a potter also does some slumped glass or makes jewelry). Three high-resolution jpegs (2000 pixels min. on the longest side) for each **MEDIUM** must be emailed at the time of application to Sally Shore: sjshore@optonline.net **NEW APPLICANTS must include one jpeg of the booth set-up.** Work that is not represented in the images cannot be displayed. Two members may share a space but must complete a **JOINT** application. Any questions can be directed to the **LICG phone at 516-350-8984 or to Sally’s e-mail: sjshore@optonline.net.**

SPACE REQUIREMENTS

There are 72” x 30” tables and chairs available at the EHS. Participants may bring their own set-up with the understanding that it not be more than 6 feet high and fit within the space requirements (see below), including seating and storage. Participants must provide table coverings which reach the floor.

Check box if you have your own display set-up (NO EHS table).

4’ x 6’ booth @ \$55 \$ _____

5’ x 8’ booth (limited number available) @ \$70 \$ _____

Membership dues (see application next page) \$ _____ separate check, please

NOTE: Cancellations up to one month prior to show (October 18, 2017) will receive a refund, less a \$15 administrative fee. If the juror selects more vendors than we have booths, we will keep a waiting list and notify replacements by October 18. Mail this application, contract and fees (check[s] or money order[s]) made out to “Long Island Craft Guild” to: Sally Shore, 22 Ludlam Lane, Locust Valley, NY 11560

E-mail jpegs to sjshore@optonline.net. Please put your last name and medium in subject line, and title plus description in body of email. **NOTE: Photos may be used for posters, postcard and newsprint, so high-quality images are extremely important.**

CONTRACT

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

1. All crafts to be displayed in my booth at the fair are my own handmade creations. I will not sublet 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.) **Your Certificate of Authority MUST be displayed at the Fair.**
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 fair. Once accepted, I understand that if I fail to appear one hour before fair 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 exhibit wares, exhibits or personal property or for loss or injury caused by products sold or exhibited by exhibitors directly or through warranty expressed 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 booth at the fair.
8. LICG reserves the right to amend and/or add to the applicable rules pertaining to and governing this fair at any time prior to the commencement of such fair. Additions or amendments will be circulated to participants 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 (participant) have read the contract and agree to abide by said rules. I understand that if this application is not accepted, booth fees will be voided and returned by mail. In addition, participant 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 participant's collective liability for any reason is limited to amount paid to this organization by participant.

PRINTED NAME

SIGNATURE

DATE

LONG ISLAND CRAFT GUILD, INC.	MEMBERSHIP APPLICATION	DATE _____
Name _____	Separate check or money order payable to Long Island Craft Guild	Media Groups:
Street _____	<input type="checkbox"/> New	<input type="checkbox"/> Clay <input type="checkbox"/> Fiber
City, St., Zip _____	<input type="checkbox"/> Renewal	<input type="checkbox"/> Glass
Phone _____	<input type="checkbox"/> Single Membership \$35/year	<input type="checkbox"/> Metal / Jewelry
E-mail _____	<input type="checkbox"/> Family (2 members) 60/year	<input type="checkbox"/> Mixed Media
Website _____	<input type="checkbox"/> Senior (over 62) 20/year	<input type="checkbox"/> Paper <input type="checkbox"/> Wood
	<input type="checkbox"/> Full-time student 20/year	
Valid one year from date of joining	LICG Website: LICG.org	Phone: 516-350-8984