




Lebanon Art & Crafts Association

P.O. Box 188, Lebanon, NH 03766 • www.lebanonartandcrafts.org • 

2018 Christmas Show & Sale Application for Non-Members

Name of Applicant: _____ Craft Number # _____
 (First name) (Last name) (Office use)

E-mail address: _____ Phone # _____ Cell # _____

Thank you for your interest in becoming a crafter in the 2018 Lebanon Art and Crafts Christmas Show & Sale. Below is the process for admittance to the show:

1. Complete the application below and on the next page.
2. Submit the application and **at least three** photos of your work to us via e-mail to: christmas2018@lebanonartandcrafts.org.
 (e-mail is the fastest reply; our postal address is listed above if desired)
3. Our board will review your application and photos within 72 hours and reply.
4. If your application is approved:
 - a. A board member will coordinate your setup time and display requirements. Note that the setup time will only be before or after our show hours. Display set up **will not** be during regular store hours.
 - b. You will be provided a crafter number and sent detailed instructions regarding how your product should be labeled. All sales at our store will be tracked through the Lebanon Art & Crafts Association's sales register.

Liability/Insurance/Indemnity: Lebanon Art & Crafts Association, its officers and members will not under any circumstances be held responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, accident, storm or any other cause or reason; but will use reasonable care to protect the exhibitor from such loss. If necessary and as outlined in the Show and Sale guideline, exhibitors should acquire their own insurance. Exhibitors will indemnify Lebanon Art & Crafts Association, et al, and save it harmless from and against any and all claims, actions, demands, liability and expenses, including reasonable attorney fees, in connection with loss of life, personal injury and/or property damage. Submission of your application constitutes acceptance of these terms.

Admission Fees	Please check one of the following:		Desired sale dates:
	Friday - Sunday (3 days)	\$ 75 _____	
	One seven-day period	\$100 _____	
	Any timeframe over 7 days	\$150 _____	
All above will include a 30% commission fee paid to Lebanon Art & Crafts Association. Payments to crafters will be made December 15 and after December 25 in time for store breakdown.			

Please fill out both sides **COMPLETELY** as pages go to different people to organize the show. Put name on any additional sheets that you submit with your show application.

Signed: _____ Date: _____

For LACA Office Use Only	Total Received: _____ Cash _____ Check # _____
	Date Paid _____ Received By _____

Name of Applicant: _____
(First name) (Last name)

E-mail address: _____ Phone # _____ Cell # _____

Exhibit: Submit a list with a general description of what you plan to exhibit.


**PLEASE SUBMIT MINIMUM OF 3 PHOTOS OF PRODUCTS YOU SELL FOR REVIEW BY THE BOARD.
SUBMIT WITH THIS APPLICATION TO CHRISTMAS2018@LEBANONARTANDCRAFTS.ORG**

Space: Provide detailed information on the dimensions of your display set-up (length, depth and height) and indicate whether it is freestanding. If you have a number of freestanding units (racks, bi-folds, Christmas tree, etc.) figure how much space each one requires. Be sure to list any special needs, such as electrical outlets. **If you are displaying for a week or less a 6' – 8' table will be provided for you.** If you are doing more than 7 days, you may use your own display if it meets the criteria for the space that will be allocated to you and the show guidelines.

Please use additional page if needed



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Non-Member Christmas Show & Sale Guidelines

1. During show working hours, crafters shall dress appropriately.
2. As much as possible, all crafters will be afforded the same square footage of show space.
3. Officers may remove or dismantle a crafter's display without written permission.
4. All items must be made by the crafter, not a family member or by a guild.
5. Dismissal from show premises if one has alcohol on their breath or strong body odor.
6. Displays will be decorated simply. Attention should be drawn to the craft rather than the decorative accessories. All tables must be skirted to the floor.
7. All clothing for sale must have a content label according to federal law.
8. No loose snow or glitter may be used in a display.
9. Potholders must be filled with 100% cotton, with label stating this.
10. Any item requiring special care or use must have instructions attached.
11. All personal items, such as lotions, bath salts, creams, etc. must be labeled with ingredients or literature must be available to the buyer.
12. No copyrighted items may be sold. This includes but is not limited to fabrics and decals.
13. Gel candles must be in approved heatproof containers.
14. Handcrafted Items - Article XI, Section 3 of LACA's Bylaws states "All items offered at each show and/or sale shall be **substantially crafted by the crafter**. An item may include manufactured parts or materials (i.e. not made by the crafter) to the extent that those parts or materials (1) constitute an insignificant portion of the total item or (2) have been substantially and significantly altered by the crafts person in producing a finished product. The officers shall propose additional guidelines, as needed, to implement this section."

In altering manufactured parts or materials, the finishing of an item should be the result of the craft person's conscious decision and control.

The following are some examples of manufactured parts and materials that ARE acceptable for use in items to be offered at LACA shows and/or sales.

- a. Electrical parts in a lamp that has been crafted by a crafter
- b. Fabric or yarn used to make a quilt, sweater, ornament, etc.
- c. Purchased greenware that has been glazed and/or decorated by a crafter
- d. Wood or metal pieces and mats used to frame items made by a crafter
- e. Wood products that have been substantially altered or decorated by means of stenciling, application of a hand-painted design, or other artistic treatment by a crafter

The following are some examples of manufactured parts and materials that ARE NOT acceptable for use in items to be offered at LACA shows and/or sales.

- a. Wood products or ornaments that have not been substantially altered or decorated by a crafter. These include, for example, items that have been altered only by attaching other manufactured things to them or

by decorating them to an insubstantial extent (for example, writing “Happy Holidays” or applying varnish or paint without further decoration).

These examples are meant only to provide guidance in determining the types of manufactured parts and materials that may and may not be used in producing items to be offered at LACA shows and/or sales. The examples do not cover all situations that may arise. Crafters should consult with the officers, acting as the executive board prior to a show and/or sale if they are unsure whether an item will be acceptable.

15. Food Items - Article XI, Section 4 of LACA’s Bylaws states “Specialty food items may be sold at any show or sale when all requirements have been met according to this rule and any specific criteria set forth in the Guidelines for individual shows and/or sales.
 - a. All necessary health certificates, permits, licenses that are required for the crafter’s food product(s) must be obtained at their own expense and be prominently displayed at their booth or table.
 - b. A copy of proof of current insurance liability must be provided with the show application and again at the commencement of the show/sale.
 - c. All product ingredients must be included on product labeling/packaging.
 - d. Pet, bird, animal consumables will be allowed if sealed and/or packaged securely. A warning that these items are not for human consumption must be prominently displayed and all ingredients used in the production of the item(s) must be listed.
 - e. Food items that are used as an accessory or embellishment to a crafter’s product will be allowed provided the food items are securely wrapped and packaged.

Additional requirements for the Christmas Show include:

- a. The specialty food crafter must present proof of Liability Insurance with Lebanon Art and Crafts Association listed as co-insured in the amount of one million dollars for the duration of the Christmas Show.
 - b. All food products must be securely sealed and packaged.
 - c. No bake sale type displays will be allowed.
 - d. No open samples will be allowed.
16. While some duplication of products is possible, it is not appropriate to purchase another crafter’s product specifically for the purpose of copying it and having it for sale at OUR show.

17. Procedures to Be Followed in Determining Whether Items Comply with Guidelines

(note that the use of the word “crafter” below can refer to any crafter selling at the show, LACA member or not)

Any officer or other participating crafter may question whether an item complies with these guidelines. The item being questioned should be pointed out to one of the officers and the proper form filled out and submitted to an officer. The president will contact the crafter who owns the item to explain that the item is being questioned. The questioner will not be identified to the crafter. The crafter may agree at that time to remove the item or may verbally explain why he or she believes the item complies with guidelines. If the crafter does not agree to remove the item, the executive board will review the item at the earliest practical time and vote. A quorum of at least four officers shall consider the item. If the questioned item belongs to an officer, that officer shall not participate in the deliberations or vote, but will be afforded the same opportunity as any other crafter to offer an explanation. If the questioned item belongs to an officer, the quorum shall consist of at least three officers. The majority opinion of the voting officers shall determine whether an item complies with the guidelines. In the case of a tie vote, the item will be allowed to remain. If the executive board votes against allowing the item, the president will notify the crafter, who will be asked to remove the item. If, the president is unable to contact the crafter, the president or another officer shall remove the item from the sale area.

Adopted July 11, 1990. Last revised October 2018.