




Lebanon Art & Crafts Association

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

2022 Christmas Show & Sale Application for Non-Members

Thank you for your interest in becoming a crafter in this year's Lebanon Art and Crafts Christmas Show & Sale.


Our show opens November 3 and closes December 24. All crafters are set up for the duration of the show.

The process for admittance to the show is as follows:

1. Complete the application on the next two pages. Please fill out both pages completely as pages go to different people to organize the show. Put name on any additional sheets that you submit with your show application.
2. Submit the application and **at least three** photos of your work to us via e-mail before the **due date listed in red above** to: christmas2022@lebanonartandcrafts.org. (e-mail is the fastest reply; our postal address is above if desired)
3. Our board will review your application and photos within 72 hours and reply.
4. If our board approves your application:
 - a. Mail your \$150 entrance fee to us by October 31, 2022 to the postal address listed above.
 - b. A board member will provide you with the following:
 - i. A crafter number to track your sales. All sales at our store will be tracked through the Lebanon Art & Crafts Association sales register.
 - ii. Guidelines for selling and displaying at our show.
 - iii. Instructions describing how you should label your product to work with our sales system.
 - iv. Setup time and display requirements.



Lebanon Art & Crafts Association

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

2022 Christmas Show & Sale Application for Non-Members

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

Doing Business As (if applicable) _____

(H) Phone # _____ (W) Phone # _____ Cell # _____

Mailing Address _____

City/Town _____ State _____ Zip _____

E-mail Address _____

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 guidelines, 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	Entrance fee	\$150.00, due to LACA by Oct. 31, 2022
	Commission fee	30% of gross sales to LACA
Payments to crafters	Payments to crafters	December 4 and after December 25 in time for store breakdown.

I acknowledge that in addition to the above statements I have fully read and understand the Christmas Show & Sale Guidelines and I will sell for the duration of the show.

Signature _____ Date _____

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

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

APPLICATION DUE DATE: October 24, 2022

Name _____ Phone # _____
(First name) (Last name)

E-mail Address _____ Cell # _____

With your completed application:

- Attach a **minimum of 3 photos** of products you sell for review by the board.
- Submit the photos with this application to christmas2022@lebanonartandcrafts.org

Exhibit:

- In the space below provide a general description of what you plan to exhibit.


Space Diagram/Dimensions:

- In the space below 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.

Please use additional page if needed



Lebanon Art & Crafts Association

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

Non-Member Christmas Show & Sale Guidelines

1. A show fee is to be paid with each Christmas show application. See the show application for cost.
2. During show working hours, crafters shall dress appropriately. This includes non-member vendors who are in the store to re-stock their displays.
3. Masks are optional when in the store.
4. As much as possible, all crafters will be afforded the same square footage of show space.
5. Officers may remove or dismantle a crafter's display without written permission.
6. All items must be made by the crafter, not a family member or by a guild.
7. Item pricing policies must comply with LACA formats. See Appendix A for more information.
8. **Special orders taken at the store** must be paid through LACA's register and can be delivered at LACA's store.
9. **Special orders taken and paid outside of LACA's store** must be delivered outside LACA's store.
10. Dismissal from show premises if one has alcohol on their breath or strong body odor.
11. **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.**
12. All clothing for sale must have a content label according to federal law.
13. No loose snow or glitter may be used in a display.
14. No crafts can contain live greenery (tree boughs, poinsettias, etc.) due to fire concerns.
15. Potholders must be filled with 100% cotton or other heat resistant material. Attach a label to the product stating the type of heat-resistant material used.
16. Any item requiring special care or use must have instructions attached.
17. All personal items, such as lotions, bath salts, creams, etc. must be labeled with ingredients or literature must be available to the buyer.
18. No copyrighted items may be sold. This includes but is not limited to fabrics and decals.
19. Gel candles must be in approved heatproof containers.
20. 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."
21. In altering manufactured parts or materials, the finishing of an item should be the result of the craft person's conscious decision and control.
22. 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
23. 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).
24. 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.
25. 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.
26. 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.
27. Procedures to be followed when 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)

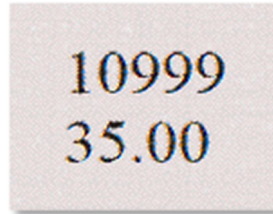
Any officer or other participating crafter may question whether an item complies with these guidelines. The item being questioned should be pointed out to one of the officers and the proper form filled out and submitted to an officer. The president will contact the crafter who owns the item to explain 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 2021.

Appendix A: Price Tag Information

Price tags/labels are to be printed as follows:



Non-member + item number (top row; 10999)

- Member # (represented by 10 above) is in BLACK on the top line along with the generic item number (999)
- All non-members use the item number 999
- Price is in BLACK
- There may not be any spaces in this line

Price (second row; 35.00)

- No dollar sign (\$) on the price
- Prices MUST end in 0 or 5. NO pennies.

Price tags should be securely attached to the product and match the inventory information.

Things not allowed on the price tags:

- Product numbers shall not include letters
- No mark overs/sale signs/cross outs on tags. If you have an item that is a lower price than you would normally use, create a new tag.