




Lebanon Art & Crafts Association

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

Christmas Show & Sale Guidelines

1. A show fee is to be paid with each Christmas show application. See the show application for cost.
2. A fee will be charged for each time a crafter does not show up for an assigned shift at the Christmas show unless such absence is approved by the board. See the show application for the fee.
3. During show working hours, members shall dress appropriately.
4. As much as possible, all members will be afforded the same square footage of show space while taking into consideration each member's request.
5. Officers may remove or dismantle another member's display without written permission.
6. All items must be made by the crafter, not a family member or by a guild.
7. **Special orders taken at the store** must be paid through LACA's register and can be delivered at LACA's store.
8. **Special orders taken and paid outside of LACA's store** must be delivered outside LACA's store.
9. Dismissal from show premises if one has alcohol on their breath or strong body odor.
10. **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.**
11. All clothing for sale must have a content label according to federal law.
12. No loose snow or glitter may be used in a display.
13. Potholders must be filled with 100% cotton or a newer product called Insulair, with label stating this.
14. Any item requiring special care or use must have instructions attached.
15. All personal items, such as lotions, bath salts, creams, etc. must be **labeled with ingredients or literature must be available to the buyer.**
16. No **copyrighted** items may be sold. This includes but is not limited to fabrics and decals.
17. Gel candles must be in approved heatproof containers.
18. 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 member**. An item may include manufactured parts or materials (i.e. not made by the member) 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 member
- b. Fabric or yarn used to make a quilt, sweater, ornament, etc.
- c. Purchased greenware that has been glazed and/or decorated by a member

- d. Wood or metal pieces and mats used to frame items made by a member
- 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 member

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 member. 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. Members 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.

19. 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 from the Bylaws for the Christmas Show include:

- a. The specialty food crafter/vendor 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.

20. While some duplication of products is possible, it is not appropriate to purchase another member’s product specifically for the purpose of copying it and having it for sale at OUR show.

21. Procedures to be followed in determining whether items comply with guidelines:

Any officer or other member 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 member who owns the item to explain that the item is being questioned. The questioner will not be identified to the member. The member 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 member 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 member 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 member, who will be asked to remove the item. If, the president is unable to contact the member, the president or another officer shall remove the item from the sale area.