



Long Island Craft Guild – 11th Juried Fine Craft Fair Application

Saturday, May 3, 2025: 10AM – 4PM

NASSAU COUNTY MUSEUM OF ART (NCMA), Manes Center, 1 Museum Drive, Roslyn, NY

APPLICATION DEADLINE: MARCH 31, 2025

Acceptance via email or phone on or before APRIL 7, 2025

PLEASE PRINT OUT THIS FORM AND KEEP A COPY FOR YOURSELF
IT HAS ALL THE DATES AND INFORMATION YOU WILL NEED FOR THE FAIR

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 AM Saturday, with completion by 10 AM and cars moved from unloading area to park in the big lot. Load-out must 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 breaks and/or modeling.

EXHIBITOR INFORMATION – Remember to **read the contract and SIGN the release** on the next page of this form!

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|-------------------------------|--|--------------------------------------|---------------------|-----------|
| Last Name _____ | | First _____ | Business name _____ | |
| Address _____ | | City _____ | State _____ | Zip _____ |
| Phone _____ | | E-mail _____ | | |
| NY Sales Tax No. _____ | | BRING CERTIFICATE TO THE FAIR | | |

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

Please **circle** all types of media you will have in your booth.

Metal/Jewelry Paper Glass Clay Fiber Wood Mixed Media

Send **three (3)** high-resolution jpegs (2000 pixels min. on the longest side) for each MEDIUM via email at the time of application to: exhibits@licg.org. **ONLY NEW APPLICANTS** must include one jpeg of the booth set-up. Work not represented in the images cannot be displayed. Questions can be directed to **Sally Shore 516-647-5052** or **LICG phone: 516-350-8984**

SPACE REQUIREMENTS

Since this is a new venue for a Spring fair, each vendor will get **ONE 72"x 30" table @ \$60 in a 6'x6' booth** including chair. There may be room for accessory display fixtures with **PRIOR** approval of the committee. The Manes Center includes one larger room (half the size of EHS) for 7 or 8 vendors and 3 smaller rooms for 2-3 vendors each. Neutral colored table cover shall reach the floor.

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| Booth Fee | \$60 |
| Membership dues (see application next page) | \$ _____ separate check or use PayPal at www.licg.org. |

NOTE: Cancellations by April 14 will receive a refund, less a \$15 administrative fee. NO refunds after April 14. If the juror selects more vendors than we have booths, we will keep a waiting list and notify replacements by April 17.

Mail or scan **this application**, signed contract (page 2) and fees checks made out to "Long Island Craft Guild" to: Sally Shore, 22 Ludlam Lane, Locust Valley, NY 11560. **NOTE: to pay via PayPal, use our Web site: www.licg.org.** E-mail jpegs by March 31, 2025 to exhibits@licg.org. Please put your last name and medium in subject line. **NOTE: Photos may be used for publicity, 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 NCMA 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 NCMA 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.
10. I agree to remove all items that I bring into the Manes Center, leaving my space clear of items and clean, placing garbage in appropriate receptacles.

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 NCMA, 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

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|--|-------------------------------|--------------------------|-----------------------------|
| LONG ISLAND CRAFT GUILD, INC. | MEMBERSHIP APPLICATION | | DATE _____ |
| Separate check or money order payable to Long Island Craft Guild, OR use PayPal at LICG.org | | | |
| Name _____ | New | Renewal | Media Groups: circle |
| Street _____ | Single Membership | \$36/year | Clay Fiber |
| City, St., Zip _____ | Family (2 members) | 60/year | Glass |
| Phone _____ | Senior (over 62) | 20/year | Metal / Jewelry |
| E-mail _____ | Full-time student | 20/year | Mixed Media |
| Website _____ | Friend of the Guild | at your discretion | Paper Wood |
| Memberships run September 1 to August 31 annually. | | Website: LICG.org | Phone: 516-350-8984 |