



Long Island Craft Guild – 12th Juried Fine Craft Fair Application

Saturday and Sunday, December 13 and 14, 2025: 10AM – 4PM

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

APPLICATION DEADLINE: October 25, 2025

Acceptance via email or phone on or before October 30, 2025

**PLEASE PRINT OUT THIS FORM, read the Contract, 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 on Sunday.
- 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 – Please **read the contract and SIGN the release** on the back of this form.

Last Name	First	Business name	
Address		City	State Zip
Phone		E-mail	

NY Sales Tax No. REQUIRED

BRING CERTIFICATE TO THE FAIR

MEDIA CATEGORY(IES) you will sell: **CIRCLE:** Metal/Jewelry Paper Glass Clay Fiber Wood Mixed Media

PRICE RANGE: \$ _____ to \$ _____

Send **three (3)** high-resolution jpegs (2000 pixels min. on the longest side) **labeled with YOUR LAST NAME and image number: shore1.jpeg** for each MEDIUM via email at time of application to Sally Shore: sjshore@optonline.net. **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

Each vendor will get **ONE 72"x 30" table @ \$60 in a 6'x6' booth with a chair. A few spaces will have more "elbow room,"** on a first come/first assigned basis with a higher fee **@ \$75.** The Manes Center includes one larger room for 10 or 11 vendors and 2 smaller rooms for 3 or 4 vendors each. Neutral colored table cover shall reach the floor.

Booth Fee: standard \$60, elbow room \$75 (circle one)

Membership dues, if applicable (see application next page) \$ _____ separate check, please or online.

NOTE: Cancellations by November 14 will receive a refund, less a \$10 administrative fee. NO refunds after Nov. 14. If the juror selects more vendors than we have booths, we will keep a waiting list and notify replacements by November 17.

Mail or email this application, signed contract (page 2) and fee (check[s] or money order[s]) made out to "Long Island Craft Guild" to: Sally Shore, 22 Ludlam Lane, Locust Valley, NY 11560, or sjshore@optonline.net. **NOTE: to pay via PayPal, use our Web site: licg.org. DO NOT USE ONLINE APPLICATION for the Fair, it is only for exhibits.**

E-mail jpegs labeled with YOUR LAST NAME and image number: shore1.jpeg by October 25, 2025 to Sally Shore: sjshore@optonline.net. Please put your last name and medium in subject line, and title plus description in body of the email. **NOTE: Photos may be used for publicity, so high-quality images are extremely important.**

CONTRACT

Vendor 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 vendor 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 be a vendor 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

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	