



## CALLING ALL LOCAL ARTISTS AND CRAFTERS!!

Lincoln Heritage Public Library is pleased to invite you to be part of our Annual Arts & Crafts Show on **Saturday, October 15<sup>th</sup> from 9:00-3:00 pm CST.**

This event is sponsored by the Dale LHPL Friend's Group.

### **Rules & Registration:**

The Library will *now* be accepting original, homemade art and crafts along with products sold by agents or consultants.

Each participant will be pre-assigned an 8-foot table. Exhibitors must provide their display racks, easels, etc. There is no limit to the number of items that may be displayed.

All participants will be required to read and sign a Liability Release Statement before setting up their display.

The cost of participating in the show is \$15.00. All payments must be made two weeks in advance. Checks can be made out to Dale Friends of LHPL.

Requests to be next to another vendor must be scheduled ahead of time.

Electricity is available on a limited first come/first serve basis at no cost. Vendors must provide their electrical cords and lights.

The last day to register is Friday, October 7, 2022!

### **Application Information**

Print the form below and mail it to Lincoln Heritage Public Library, 105 Wallace Street, Dale, IN 47523. You can also stop in at the library to pick up a form. Vendors are approved on a first-come, first-serve basis. Early registration is suggested.

**Registration Form**

Lincoln Heritage Public Library Arts & Crafts Show 2022

Saturday, October 15

9:00-3:00 PM CST.

**Arts & Crafts Show Vendor Application Form**

Lincoln Heritage Public Library is looking to host its annual Arts & Crafts Show. We would like to celebrate the county with our local artists and crafters. Please fill out the form if you would like to participate in our show. Also, feel free to tell any other craft vendors or artists that you may know who want to participate.

Vendor Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Type of products:

- Fine Art
- Jewelry
- Dolls
- Books
- Clothing
- Fabric Art
- Illustrations
- Cards
- Pottery
- Woodworking
- Food
- Other: \_\_\_\_\_
- Sculptures
- Canvas Art
- Craft

List of items to be sold: \_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

Special Space Needs: \_\_\_\_\_

Exhibitor agrees to pay \$15.00 for the table rental fee  Yes  No

I have read and signed the Liability Release Statement  Yes  No

For the application to be considered, the following must be included:

- Completed Vendor Application Form
- Signed Terms and Conditions (on page 3)
- Signed Liability Release Statement ( on page 3)
- Payment of \$15.00  Check  Cash
  - Please make checks payable to Dale Friends of LHPL

Total payment enclosed: \_\_\_\_\_

**Terms and Conditions**

- 1.) **Set up/Break Down:** All Exhibitors must be set up and **ready to sell by 9:00 am** the day of the Arts and Crafts Show. Exhibitors may begin setting up the Friday, October 14 from 9:00-5:00 p.m. or Saturday from 8:00-9:00 am. A breakdown can start no sooner than 3:00 pm and must be **completed by 4:00 pm**. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
- 2.) **Staffing:** Exhibitor tables must be manned at all times and remain intact until the show closes at 3:00 pm. LHPL is not responsible for merchandise or display materials.
- 3.) **Exhibitor Responsibility:** The exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation.
- 4.) **Exhibitor Spaces:** exhibitor space will be assigned. Placement and flow will be taken into consideration to provide the best experience for show attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come-first-serve basis. Vendors must ensure that none of their display equipment extends beyond the space they have reserved.
- 5.) **One Business per Table:** Only one (1) business per table.
- 6.) **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. All proceeds will benefit the Friends of LHPL.
- 7.) **Electricity:** Electricity will be available on a first-come-first-served basis as electricity is not available in all areas. There is no fee for electricity. Outlets are **NOT** guaranteed. Extension cords are not included and must be provided by the Exhibitor.
- 8.) **Cooking, Candles, and Incense Burning:** All fire hazard merchandise **must** be attended to at all times. **NO** open flames!
- 9.) **Tables & Chairs:** All tables and chairs will be provided by the Library.
- 10.) **Cancellation of Space:** Application fees are non-refundable. No refunds will be made for accidents, health, or other causes of non-participation.

- **I have read and agree to the above terms and conditions.**

Signature: \_\_\_\_\_

**Liability Release Statement**

Lincoln Heritage Public Library and the Dale Friends of LHPL will not be held responsible for any loss, damage, defacement, or destruction of any property displayed by the Vendor no matter how it is caused. This also includes personal injury. Lincoln Heritage Public Library and the Friends of LHPL do not provide insurance on the Vendor against acts or omissions of the Vendor, its agents, or employees. All insurance for personal property, public liability, and personal injury must be carried by the Vendor.

- **I have read and agree to the above liability release statement.**

Signature: \_\_\_\_\_

**\*All information is to be submitted by Friday, October 7, 2022.  
Mail to: Lincoln Heritage Public Library, PO Box 784, Dale, IN 47523**

**OR  
Hand-delivered during library hours.**

**Printed Name:**\_\_\_\_\_ **Signature:**\_\_\_\_\_

Thank you for your interest in the Annual Lincoln Heritage Public Library Arts and Crafts Show. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not yet received notification.

For more information or additional questions, please contact Angie at [angie@lincolnheritage.lib.in.us](mailto:angie@lincolnheritage.lib.in.us) or 812-937-7170.

Thank you for being a part of the LHPL Arts and Crafts Show!

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**\*\*\*\*\*Library Use Only Below this line\*\*\*\*\***

**Date Registration Received:**\_\_\_\_\_ **Payment Received:**\_\_\_\_\_

**Payment Method:**\_\_\_\_\_ **Check Number:**\_\_\_\_\_

**Date Confirmation Emailed:**\_\_\_\_\_

**Table # Assigned:**\_\_\_\_\_