



CALLING ALL LOCAL ARTISTS AND CRAFTERS!!

Lincoln Heritage Public Library is pleased to invite you to be part of our Annual Arts, Crafts, and Vendor Fair on
Saturday, September 21 from 9:00-3:00 pm CST.

This event is sponsored by LHPL Friend's Group.

Rules & Registration:

The Library will 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 own 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.

Payment **and** registration must be turned in before a table can be reserved. The cost of participating in the show is \$20.00 **OR** \$15.00 plus a donated item for our silent auction. Checks can be made out to Dale Friends of LHPL. **Your donated item must be turned in with your payment in order to get the discount.**

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 own electrical cords and lights.

The last day to register is Friday, September 6, 2024, or when all tables have been taken.

Application Information

Registration can either be printed or picked up at the library.

Forms can be mailed to 105 Wallace Street, Dale, IN 47523. If mailing your form and payment, please call or email Angie at angie@lincolnheritage.lib.in.us; 812-937-7170 to notify her that you will be mailing a registration form and also include how many tables you are paying for so we can double-check that tables are still available before the forms

are mailed. If you mail in your form and payment but the tables have all been taken we will mail your form and check back to you. You can also stop at the library to drop off your forms and payment. Vendors are approved on a first-come, first-served basis once registration **AND** payment are received. We can not hold any tables with only a registration form. We will need both the forms and payment in order to successfully reserve your spot. Early and in-person registration is highly suggested to ensure your spot.

Registration Form

Lincoln Heritage Public Library Arts & Crafts Show 2024
Saturday, September 21
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. 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 think may 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 with a donation for the table rental fee **OR** Yes No
Exhibitor agrees to pay \$20.00 without a donation 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 \$20 or \$15 and donated item 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, September 20 from 10:00 -5:00 p.m. or Saturday from 8:00-9:00 am. 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 in-tact until 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, and Aromas:** All fire hazard merchandise **must** be attended to at all times. **NO** open flames! Also, we **cannot** have things like air fresheners being sprayed, diffusers running, etc. due to allergies and medical conditions.
- 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 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 provide no insurance on the Vendor organist the 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, September 6, 2024.
Mail to: Lincoln Heritage Public Library, PO Box 784, Dale, IN 47523
OR
hand deliver during library hours.**

Printed Name: _____ Signature: _____

Thank you for your interest in the Annual Lincoln Heritage Public Library Arts and Crafts Show and Vendor Fair. 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 or 812-937-7170.

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

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

Date Registration Received: _____ Payment Received: _____

Payment Method: _____ Check Number: _____

Date Confirmation Emailed: _____

Table # Assigned: _____