

June 2017

Dear Artisan:

You are invited to participate in the **28th Annual Luzerne County Community College Alumni Craft Festival** on **Saturday, October 21, 2017**. The show will run from 10 a.m. to 4 p.m. on LCCC's main campus in Nanticoke. Last year more than 2,000 people attended and 125+ vendors participated in this one-day event. Proceeds from the Craft Festival support Luzerne County Community College and its students.

This is a juried show and the Committee will look for quality and originality when reviewing all submissions. You are required to include the following photos with your application: three of your product, two of you working on your craft and one of your display. All photos must be clear and easy to identify - be sure to include your name on the back for proper identification. You may also email your photos to craftshow@luzerne.edu and include your name in the subject line. To be considered for the first round of jurying, applications must be received by **Friday, July 28, 2017**. Applications received after that date will most likely be placed outdoors. Please understand that participation in past years **does not** guarantee a space in this year's show.

Also please note the following guidelines:

1. **All crafts must be hand made by the vendor.** Items that will not be accepted include, but are not limited to, the following: plastic canvas; pre-manufactured components; commercial products; machine embroidery; potpourri; flea market, collectibles or antique items; pre-stamped material; imported goods; products purchased through wholesalers or catalogs (i.e. buy-sell items); unpainted greenware; silk screened t-shirts; dried flowers; basic decoupage and craft supplies. The Committee reserves the right to request removal of unacceptable items during the show. Non-compliance will be addressed and you will not be invited to future shows. In addition, LCCC and the Craft Festival Committee take no responsibility for vendors who infringe upon trademarks, copyrights, service marks or other intellectual property rights or license agreements of third parties.
2. **Only handmade items included on your application will be approved for the show.** Incomplete applications will not be reviewed or approved by the Committee. Additional items that are not included on the application that you wish to sell must be submitted in writing and with photographs no later than September 29, 2017. The Committee will notify you of approval.
3. Those applicants who sell any type of ready-to-eat / prepared food products must complete our **Food Vendor** registration form.
4. Only one indoor space may be rented per participant. You may rent double spaces outdoors. Chairs, tables and display units are the responsibility of the vendor. All guests are requested to be in their space by 9am the day of the show. If you do not arrive by this time your space may be given away to an outside vendor if needed.
5. Refunds **will not** be issued to no-shows or those canceling less than two weeks prior to the event (September 29, 2017). In addition, any applications received after this date will incur a \$10 late charge that must be included in your registration fee.
6. No breaking down before 4 p.m. Your participation in our festival includes your agreement to remain for the duration of the event. Those who break down earlier will not be invited to future shows.
7. Neither LCCC nor its staff or volunteers will be held responsible for damage due to breakage, fire, accidents, injuries or theft.
8. All vendors are asked to donate a handcrafted prize with a minimum retail value of \$10 to support the Craft Festival raffle. If you prefer, you may donate a basket to our Theme Basket Auction; we ask that baskets have a minimum retail value of \$25. Please notify us prior to the show if you plan to donate a basket so we can plan accordingly. Thank you!

You will receive notification and, if approved, additional information regarding the craft show by August 14, 2017. Checks will not be deposited until you have been approved for the show. If you are not selected to participate we will return your application fee to you after August 14th. If you have questions, contact the LCCC Alumni office at 570-740-0735 or e-mail craftshow@luzerne.edu. Thank you for your interest in our show!

Sincerely;



Gloria Migatulski '88, Craft Festival Co-Chair
Enclosure



Susan Gilroy-King '10, Craft Festival Co-Chair