June 2018

Dear Artisan:

We are accepting applications for the **29th Annual Luzerne County Community College Alumni Craft Festival on Saturday, October 20, 2018**. The Festival will run from 10 a.m. to 4 p.m. on LCCC's main campus in Nanticoke. Last year more than 1,800 people attended and 140 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 submit the following photos with your application: three of your product, two of you working on your craft and one of your display. These photos must be clear and easy to identify so be sure to include your name on the back for proper identification. You may email them to craftshow@luzerne.edu (include your name in subject line) or you can return with your application. 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; flea market, collectibles or antique items; pre-stamped material; products purchased through wholesalers or catalogs (i.e. buy-sell items); unpainted green ware; silk screened t-shirts; dried flowers, basic decoupage and craft supplies. The committee reserves the right to request removal during the show of unacceptable items. 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. **Participants are asked to limit your display to 3 main categories of crafts** (i.e. jewelry, soaps, wood crafts, etc.). Incomplete applications will not be reviewed 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 28, 2018.
3. **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 participant.
4. **Refunds will not be issued to no-shows or those canceling less than two weeks prior to the event (October 5, 2018).** In addition, any new applications received after this date will incur a $10 late charge that must be included in your registration fee. All guests are to be in their space by 9:00 am the day of the show. If you do not arrive by this time your space may be reassigned.
5. **No breaking down before 4 p.m.** Your participation in our Craft Festival includes your agreement to remain for the duration of the event. Those who break down earlier will not be invited to future shows.
6. Liability: Neither LCCC nor its staff or volunteers will be held responsible for damage due to breakage, fire, accidents, injuries or theft.
7. **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!
8. All vendors who sell edible items must submit a separate "Food Vendor" application.

The application deadline for the first round of jurying is **Friday, July 27, 2018**. After this date, spaces will most likely only be available outdoors. You will receive notification regarding the craft show by August 17, 2018. 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 17th. Should you have questions, please call the LCCC Alumni office at 570-740-0735 or e-mail craftshow@luzerne.edu. Thank you for your interest in our show!

Gloria Migatulski '88, Craft Festival Co-Chair

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

29th ANNUAL LCCC ALUMNI CRAFT FESTIVAL APPLICATION FORM
SATURDAY, OCTOBER 20, 2018 • 10 A.M. TO 4 P.M.

Instructions: *Please complete this application in its entirety – incomplete applications will not be reviewed. This application is to be submitted with the required photos of your work and your payment by July 27, 2018, for consideration in the first round of jurying.*

NAME & COMPANY: _____

MAILING ADDRESS: _____

PHONE (day): _____(e-mail/website): _____

LIST AND DESCRIBE THE HANDMADE CRAFTS THAT YOU PLAN TO SELL: Review the guidelines in the attached letter. Be specific and comprehensive in your description – i.e. type of jewelry (beaded, wire wrap, etc.). Include your name on the back of your photos. Please limit your items to no more than 3 categories (jewelry, soaps, wood crafts, etc.). Photos are non-returnable unless accompanied by a self-addressed, stamped envelope. The Committee strongly encourages submitting color copies or emailing to craftshow@luzerne.edu to eliminate the need to return photos.

_____

_____

_____

_____

My work is primarily: ❑ **Candles;** ❑ **Country Primitive;** ❑ **Floral;** ❑ **Food/Edible*;** ❑ **Jewelry;** ❑ **Knit/Crochet;** ❑ **Sewing;**

❑ **Mixed Media/Photo/Ceramic/Glass, etc.;** ❑ **Painting;** ❑ **Paper Crafts;** ❑ **Soaps/Lotions, etc.;** ❑ **Wood Crafts;** ❑ **Other**

***If you will be selling ready-to-eat or any type of prepared food products you must complete the FOOD VENDOR APPLICATION.**

Space Request – ❑ Campus Center ❑ Gymnasium Space #: _____

First preference for a space is given to those who have occupied the space during the 2017 Craft Festival.

❑ **Regular** $**40.00** (approximately 10' wide x 8' deep)

❑ **Regular $45.00** (10' x 10') limited - Campus Center only

❑ **Corner $50.00** (10' wide x 8' deep) limited– both buildings

❑ **Corner $55.00** (10' x 10') very limited - Campus Center only

❑ **Outdoors $40.00** (10' x 10') – spaces are not assigned

❑ **Outdoors $80.00** (20' x 10') – spaces are not assigned

Payment Information:

$_____ Amount Enclosed (make check or money order payable to *"LCCC Alumni Craft Festival")***

_____ Yes, I'd like a supply of flyers and posters to publicize that I'll be at the event.

_____ Yes, I'd like to sell Craft Festival raffle tickets. Please send me a supply of ___ tickets.

****Applications received after September 28, 2018, must include a $10 late fee in addition to the registration fee.**

DISCLAIMER

I acknowledge that the item(s) that I am displaying for sale at the Luzerne County Community College Alumni Craft Festival was/were handcrafted by me. I have read the guidelines in the attached letter and understand that if I have any items that are viewed as "unacceptable" I will be asked to remove them and will not be invited back to future shows. Further, I understand that LCCC or its volunteers will not be held responsible for damage due to breakage, fire, accidents, injuries or theft. In addition, I understand that LCCC and the Craft Festival Committee takes no responsibility for participants who infringe upon trademarks, copyrights, service marks or other intellectual property rights or license agreements of third parties.

_____ _____

Applicant's Signature Date

Return completed application form, photos and your payment to:
LUZERNE COUNTY COMMUNITY COLLEGE – CRAFT FESTIVAL COMMITTEE, 1333 SOUTH PROSPECT STREET, NANTICOKE, PA 18634
First Round of Jurying Application deadline: July 27, 2018.