

Friends of the Harborfields Public Library
2010 Craft Fair Application
Friday, November 12th from 11 AM - 8 PM
Saturday, November 13th from 10 AM - 3 PM
Application Deadline: Friday, September 10th

Fee for two (2) days. Includes table in approximately 10' of space which will accommodate an 6' x 30" table. \$60 plus one item valued at \$10 or more to be donated to the Friends of the Library to be used in a raffle.
Your business card will be included with the prize.

All applications must be received signed, dated and submitted with payment in full **by check only** by Friday, September 10th. If your application is not accepted, your check will be returned by September 30th.
To ensure quality and variety of crafts, photos or website and list of items to be exhibited must accompany each application. **ABSOLUTELY NO REFUNDS OR TRANSFER OF APPLICATION FEES ONCE ACCEPTED.** No exhibitor may sell their assigned space to another crafter.

Setup:

Thursday, November 11 between 5 - 8 PM or Friday, November 12th between 8 - 10 AM (Opens to the public at 11AM). Take down: 3 - 5 PM on Saturday, November 13th.

All vendors must use the Broadway entrance (with stairs) or the handicapped ramp on the south side of the building (near Ann St.) to load and unload merchandise. After unloading, vendors must move their cars to the back parking lot or side streets to allow space for visitors. You must supply your own dolly to transport items in and out of the building. There will be no breaking down before the scheduled closing time. This includes bringing in boxes, packing, or dismantling of displays.

The exhibitor's booth must be open and staffed during the craft fair. By signing this form, you are agreeing that the Library and the Friends of the Library are not liable for personal injury or loss, damage, theft, breakage, or destruction of goods on exhibit, or other personal property. The exhibitors shall be solely responsible for their own property, and for all public claims and liabilities, and will indemnify and hold harmless the Library and the Friends of the Library from any such claim. Rooms will be locked at night. It is up to each exhibitor to decide whether to dismantle or cover displays during non-show hours.

NOTHING SHALL BE NAILED, STAPLED, OR OTHERWISE AFFIXED ON THE WALLS, FLOORS, OR ANY PART OF THE ROOMS OR CURTAINS. THERE WILL BE NO PAINTING, LETTERING OR STAINING THAT CREATES ODORS INSIDE THE BUILDING.

Restrictions:

There is limited electricity in the building: **Special permission must be granted to use any electrical outlet.** You must provide your own cords, and they may not extend across walkways.

No food will be available for purchase during this event.

Signature _____ Date _____

I acknowledge that I have read and will abide by all of the above rules and regulations and that the Friends of the Harborfields Public Library and the Harborfields Public Library assume no responsibility for my person or property during the Craft Fair. I understand that I am responsible for the clean up of my own area after the close of doors.

Friends of Harborfields Public Library
31 Broadway, Greenlawn, NY 11740
631-757-4200

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Return signed two-page application, photos and payment, by check only, to:
Friends of Harborfields Public Library Craft Fair
c/o Program & Publicity Office
31 Broadway, Greenlawn, NY 11740

Please Print!

Crafter's Name _____
Business Name _____
Address _____
Town/State/Zip _____
Daytime Phone _____
Evening Phone _____

Indicate number of spaces requested.

_____ \$60 Indoor Space (Approximately 10' of space to accommodate a 6' x 30" table.)
Fee for two (2) days. Includes table in approximately 10' of space which will accommodate a 6' x 30" table.
\$60 plus one item valued at \$10 or more to be donated to the Friends of the Library to be used in a raffle.
Your business card will be included with the donated item.

Special requests (spaces, electricity, permission to use props) _____

_____ Photos included
List items intending to sell:

For Office Use Only:

Date Received: _____ Amount: _____ Check # _____
Donated item _____ Assigned Space _____