

# 11th Annual Hamburg Community Fine Art & Craft Fair

A juried fair hosted by the Hamburg Township Library  
Saturday, October 5, 2019 • 9:00am - 4:00pm

## APPLICATION

~ RULES ON REVERSE ~

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

List the type of art you will exhibit. Display and sales are limited to what you describe here: \_\_\_\_\_

### SPACE REQUIREMENTS:

\$ \_\_\_\_\_  Single Booth: Add \$30.00  Double Booth: Add \$60.00  
\$ \_\_\_\_\_  Rent Library's 6' table: Add \$10.00 (one table per space only)  
\$ \_\_\_\_\_  Need Electric: Add \$10.00  
\$ \_\_\_\_\_ **Total Enclosed**

Special Requirements please detail: \_\_\_\_\_

Returning Artist from 2018  Would like same space if available. Space Number or Location: \_\_\_\_\_  
 Bringing own table (no bigger than 8' long)

### I Have Enclosed:

- Completed & signed application**
- 1 photo of each type of work that will be sold (photos are not returned)**  
Emailed photos are accepted at: hamb@tln.lib.mi.us
- Check for fees (will be voided and returned if application not approved)**  
Make check payable to: Hamburg Township Library  
Mail to: Hamburg Township Library, PO Box 247, Hamburg, MI 48139

*Applications for the Art Fair  
are accepted until Sept. 20.  
Acceptance letters will be  
mailed by Sept. 23.*

**BE SURE TO READ THE RULES ON REVERSE SIDE OF APPLICATION**

### RELEASE

The undersigned does hereby discharge, release and hold harmless, Hamburg Township Library, Hamburg Township, their employees, board members and agents from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned and/or persons who are assisting, as well as any bodily injury or property damage to other parties as a result of the undersigned's products or actions, while in possession or under the supervision of Hamburg Township Library. I hereby consent to the enforcement of all rules and guidelines. Furthermore, the undersigned artist hereby certifies that all display work is handcrafted and created by the seller. This contract is non-cancelable and non-transferable after the refund date. There is a \$30 fee for all returned checks. Hamburg Township Library has my permission to reproduce my artwork, through photos I have submitted, for the purpose of advertising the fair. Hamburg Township Library also has my permission to publish photographs taken of me, my booth and my artwork during the fair for purposes related to the promotion of the fair. Hamburg Township Library reserves the right to disqualify any exhibitor for failure to comply with their rules and regulations. I understand that Hamburg Township Library reserves the right to make final interpretation of all rules. I have read and understand the RULES and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **RULES**

Set-up: Friday, Oct. 4, from 4:00pm to 7:00pm

Check-in at Library entrance: Saturday, Oct. 5, from 7:30am to 8:30am

Show Time: Saturday, Oct. 5, from 9:00am to 4:00pm

Breakdown: After 4:00pm

**Jurying:** A panel of 3 people will judge and approve submissions. Entries are approved based upon the appearance, uniqueness, originality, and quality. You must have performed the work. **No mass-produced, resale, imported kit, or manufactured product is accepted. No food items or personal hygiene items are allowed.** The decision of the jury is FINAL. If your entry is approved, you will receive an acceptance letter. *Applications must be complete, including payment for required fees, in order to be considered.*

**Space assignments:** Spaces will be assigned by type of art work. Two or more persons may share a space as long as both names are included on the application and examples of each person's art are included to be juried. The Library reserves the right to change or modify space locations. Space size is 8' long x 5' depth.

**Display:** Artist must be present. Library will have some carts available to assist with unloading small items. The Library is not responsible for setting up or taking down of display. Artist holds the Library and staff harmless from damage or injuries. Artist provides own table and is responsible for his/her own display in case of loss or damage. Display must be sturdy, safe, clean and tidy, and no taller than 7'. All work, display, and storage must stay within designated space. No extending. Your area must be left clean. The Library has a limited number of 6' tables that can be rented for an additional \$10.00.

**Sales:** You are restricted to selling only those items listed on your application. Photos submitted with application must represent your display at the event. Misrepresentation of display or products or non-compliance with the rules will result in disqualification from future events. Artisans may not solicit or approach patrons outside of their booth area. You are responsible for collecting and paying sales tax.

**Set-Up:** Begins Friday at 4:00pm until 7:00pm. Please unload quickly and move your vehicle next door to the Senior Center parking lot.

**Check-In:** Saturday at 7:30am - 8:30am in Library entrance. Free coffee and continental breakfast will be served at this time.

**Security:** Provided by the Library. The Library is not responsible for any injury to you, your display or your vehicles. You must carry your own insurance.

**Parking:** Artists must park at the Senior Center which is located next door, with ample space for trailers/RVs. All parking is free.

**Prohibited:** Alcohol, animals, food and personal hygiene sales, resale items, commercial-looking signs, noise production, or political signs.

**Refund Policy:** Partial refunds are given if cancellation is prior to August 30, minus a \$10 processing fee per space. Refund check will be issued after your check has cleared the Library's bank. **NO REFUNDS AFTER AUGUST 30, 2019.**

**No Show/Early Departure:** If your space is unoccupied by 8:30am Saturday, your space may be given away—no refund.

**No breakdown until 4:00pm.**

*The Library reserves the right to make final interpretation of all rules.*

*Rules and application are available on our website: [www.hamburglibrary.org](http://www.hamburglibrary.org).*

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**Hamburg Township Library**  
**10411 Merrill Rd. P.O. Box 247 Hamburg, MI 48139**  
**810-231-1771    hamb@tln.lib.mi.us    [www.hamburglibrary.org](http://www.hamburglibrary.org)**