

# HAGLEY CRAFT FAIR

## APPLICATION

Saturday, October 14 and Sunday, October 15, 2017

### General Information

The Hagley Craft Fair has the reputation as one of the finest craft fairs in the region. This year's Fair celebrates 39 years of offering a unique shopping experience in two of Hagley's historic buildings on the beautiful grounds in Wilmington, Delaware.

- The event takes place on Saturday, October 14, 10am - 5pm and Sunday, October 15, 10am - 4pm.
- Admission is charged to the event.
- Food service is available on site.
- Shuttle service is provided between the two locations.

### Vendor Rules and Regulations

- All work must be original- conceived, designed, and executed by the exhibiting craft artist.
- Participation is required for entire open hours of both days.
- Booth spaces are approximately 8' x 10'; some are irregular in shape, and some are located outdoors.
- Booth assignment is at the **sole** discretion of Hagley Museum and Library.
- A non-refundable application fee of \$10 is required with the application.
- Upon acceptance the booth fee is \$250. **Please do not send booth fee until notification of acceptance.**
- Selection of vendors is made at the **sole discretion of the Hagley Museum Craft Fair Jury Committee.**
- **ALL** applicants must provide digital images (see details on next page)
- Tables, chairs, and electricity are provided.
- Setup is on Friday (time varies depending on location of booth).

# HAGLEY CRAFT FAIR APPLICATION

Saturday, October 14 and Sunday, October 15, 2017

Name: \_\_\_\_\_

Business name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

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

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

## Important Dates:

- **April 15: Application deadline**
- **by May 15: Notification of acceptance via email**

## Application Checklist

Completed application      Signed acknowledgment of Rules and Regulations

Attach a 100-word description of your work including your price points.

Digital Images

at least three digital images of current work

one image of booth set-up (send more if necessary to see entire booth)

Please email images to: [bwirth@hagley.org](mailto:bwirth@hagley.org) with the Subject line: "Craft Fair 2017 Images"

**If you do not receive a reply, the email was not received. Please re-send images one at a**

**time. We no longer accept CDs.**

\$10 non-refundable application fee. – Use attached credit card authorization form OR

**Make check payable to: Hagley Museum & Library**

**Email application materials to: [djohnson@hagley.org](mailto:djohnson@hagley.org) OR mail to:**

**Donna Johnson**

**Hagley Museum & Library**

**P.O. Box 3630**

**Wilmington, DE 19807**

I have read this application and the official rules and regulations in their entirety. I understand that Hagley Museum and Library is not liable for any claim, loss, or damage of any kind to my exhibit or me and I agree to release and hold them harmless for such liability.

Vendor agrees to indemnify and hold harmless Hagley Museum from and against all claims of whatever nature arising from, or claimed to have arisen from, any action omission or negligence of the Vendor or arising from any accident, injury or damage whatsoever caused to any person or property arising out of the Vendor's operation.

I understand that failure to follow any of the listed conditions and requirements for participation in the Hagley Craft Fair is grounds for dismissal without refund.

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

# HAGLEY CRAFT FAIR CREDIT CARD AUTHORIZATION FORM

## Credit Card Information

If you are paying by credit card, please return this completed form with your registration form.

Please charge my:      VISA      Mastercard      Discover      American Express

Full name as it appears on credit card: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Three digit security code on back of card: \_\_\_\_\_

House or PO Box # (for Billing Address): \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize the Hagley Museum & Library to charge my credit card: \$ \_\_\_\_\_

**Cardholder signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_