

Leesburg Christmas House
2017 Crafters Application
Saturday October 28th-Saturday December
9th 2017

(Preview Thursday October 26th 3pm-8pm)

Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: (Day) _____ (Night) _____
E-Mail Address _____

New participants **must** send three (3) photos of your work which will not be returned.

All Crafters including Returning Crafters, must LIST ALL TYPES and approx. number of crafts you plan to enter. **Items not listed on the original application must be approved before bringing in to store.**

Are you willing to fill special orders? _____

Repeat Crafter Number _____

Are you willing to work extra hours? _____

CHECK LIST

Before you mail your application, make sure that you have enclosed:

___ **Completed** application form and **signed** releases.

___ Check payable to the **Leesburg Partnership, Inc.** for the full payment of **\$65.00** or a \$60 check and \$5 coupon before July 1st, 2017

___ Three (3) photos of your work. (New participants only)

___ **A business-size stamped self-addressed envelope for mailing your check.**

2017 Leesburg Christmas House
October 28 through December 9th

Mail fees with this form to:

Leesburg Partnership, Inc.
P.O. Box 490043
Leesburg, Florida 34749-0043

I choose to pay the Leesburg Partnership's commission of **35%** of my total sales:

Signature: _____ Date: _____

OR

I choose to work and pay the Leesburg Partnership's commission of **25%** according to the following schedule:

24 hours (six 4-hour shifts) for the first 100 items, or part thereof.

For every additional 100 items, or part thereof, you will be required to work 16 additional hours.

Signature: _____ Date: _____

All crafters must sign the general release:

General Release: The undersigned does hereby forever discharge, release and hold harmless the Leesburg Partnership, Inc., Leesburg Partnership II, Leesburg Partnership III, LLC, Leesburg Partnership IV, LLC, Leesburg Partnership V, LLC or any of the volunteers of the Main Street Christmas House of and from any and all manner of actions, suits, damage or claims whatsoever arising from any loss or damage to the property of the undersigned due to fire, theft, negligence or other intentional acts of their party, rain, natural catastrophes or other acts of God while in the possession or supervision of the show and hereby consents to the enforcement of the show rules as described herein.

Signature: _____ Date: _____

I have read and agree to abide by Rules and Regulations

Initial: _____ Date: _____

Keep this for your reference

2017 Leesburg Christmas House

Rules and Regulations

1. **Each crafter must pay his or her own entry fee and may enter only his/her own work.** (Own work is described as at least 50% handcrafted by you). **A 15% administrative fee will be charged on all refunds after August 1, 2017.**
2. All entries will be juried. Crafted items must show some originality, talent and/or creativity; not just exhibit assembly or modification of a purchased item/items. The Committee reserves the right to refuse items that do not meet the accepted criteria or are not as described in application.
3. Crafts must be delivered to the show Thursday Sept 28th thru Sunday Oct 1st- Food products will be accepted at noon on Thurs. Oct 26th for preview night. On Saturday October 29th 9am-2pm, we will accept additional food
4. Personal displays must be pre-approved. If you have any questions, please call the Christmas House .
5. All hanging items, including wreaths, wall hangings, swags etc, must have proper hanging devices. All hanging items should have price listed on Both Sides of tag for easy viewing.
6. All jewelry, except necklaces, must be on a card with a hole punched at the top for hanging.
7. All baked goods must have date on the back of price tag; a list of all the ingredients attached to the packaging, and will have a 4-day shelf-life.
8. Space is limited, Christmas items will be accepted first. All non-Christmas items will be accepted on a space available basis. Due to a large increase in the number of florals, the committee reserves the right to LIMIT the number of each type of item a crafter may initially place in store.
9. You are encouraged to replenish stock as it sells, you do not need to bring it all at once. If you are unable to restock at a later date, please advise Committee to make arrangements to store extra merchandise.
10. **The Following items are not allowed: No Halloween items; No Sale Items (Marked Down Items). NO price tags under \$1.00; No joke items or items not in good taste; No cloth microwave bags due to fire hazard and liability; No items that have not sold in the past two years; No business cards or personal information.**
11. Crafters will schedule their hours to work when they check in their crafts. If you are unable to work your hours, contact the Christmas House as soon as possible prior to the start of your shift. This courtesy will allow us to maintain proper floor coverage.

12. Unsold items will be picked up Sunday December 10th. Please bring your own containers.
13. In the event of a disagreement, the members of the Christmas House Committee will review and render a final decision.
14. A mandatory training meeting for all cashiers will be held at the Christmas House on Sunday October 22nd and again on October 29th at 2PM. You can call the Partnership at 352-365-0053 for further details.
15. Let's keep in mind, we are all here for the same reason. It is expected that crafters be courteous to one another and customers most of all. By working together we can achieve our goal and all have a good time doing it (and earn a little extra money).