



LARAC

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2023 LARAC FESTIVALS APPLICATION + GUIDELINES + POLICIES

7 LAPHAM PL, GLENS FALLS, NY 12801

WWW.LARAC.ORG / FB: larac.arts / INSTA: larac_arts

CONTACT: PHIL CASABONA festivals@larac.org or 518.798.1144 x2

GALLERY + SHOP HOURS: Mon-Sat from 10a-3p + Thurs. until 6p

GUIDELINES & POLICIES

The LARAC Art Festival Guidelines & Policies are strictly enforced. A full listing of our guidelines and policies are available by request or on our website: www.LARAC.org.

A SUMMARY OF THE LARAC GUIDELINES AND STANDARDS IS AS FOLLOWS:

JURYING:

Jurying for both the Spring and Fall Festivals is done by panels of experts from each category who see only exhibitors' photographs. Supply invoices may be requested by jury panel for further verification of handcrafting. LARAC staff will sit in with jurors and provide additional information from the application.

APPLICATIONS RECEIVED AFTER EARLY BIRD DATE

Applications placed and received AFTER the early bird postmark deadlines will be assessed an additional \$15 handling fee.

NOTIFICATION OF PARTICIPATION IN LARAC FESTIVALS

Notification on applications received before March 17th for LARAC's 2023 June Festival is made by April 1st.

Notification of participation in LARAC's 2023 Dec Festival is made by November 1st.

ELIGIBILITY

LARAC Festivals are open to all fine art and craft artists with no geographic or membership restrictions.

52nd ANNUAL JUNE ARTS FESTIVAL: SATURDAY + SUNDAY JUNE 17 - 18TH, 2023

City Park, Downtown Glens Falls, NY

- + First outdoor summer event in the region, drawing crowds of over 15,000
- + Advertising, live interviews and appearances; Flyers; Spring: 20-page Program Guide distributed in 34,000 newspapers.
- + Also, with food concessions and live music.
- + Free; Open to the Public **10 am - 5pm Saturday and 10 am - 4 pm Sunday**; Rain or Shine.

40th FALL FESTIVAL: SUNDAY, DECEMBER 3RD, 2023

Queensbury Hotel, Downtown Glens Falls, NY

- + Well-established, holiday shopping event, for the second year, at **The Queensbury Hotel in Downtown GF.**
- + **a ONE DAY EVENT, Sunday December 3rd, 10 - 4p**
- + Our Dec. Festival will be promoted extensively: Newspaper ads, Press Releases and Feature stories in local and regional publications; Radio and T.V.

JUNE APPLICATION LATE Fee Free DEADLINE: March 31, 2023

Any application received after March 31st will result in \$15 late fee.

FALL APPLICATION DEADLINE: November 1st, 2023

Any application received after Nov. 1st will result in a \$15 late fee.

Applications will be accepted and juried on an ongoing basis, accepting qualified artists up until the Festivals. Limited space available in all genres.

ARTIST ON SITE

LARAC requires the artist/craftsperson who actually created the work to be on site at all festivals. No agents, dealers, or representatives may attend in place of the artist. Photo ID may be required to assure compliance with this policy. **Artist with art forms eligible for demonstration are encouraged to participate. LARAC will create promotion as well as grant extra space when applicable on behalf of demonstrations.**

****Commercial studios involved in volume production are not eligible for participation.****

STANDARDS:

1. All work displayed for sale must be of the artist's original design and handcrafted/executed by the artist/exhibitor.
2. Work should demonstrate skill and mastery of the medium.
3. Traditional crafts should be historically correct and well executed.

4. Reproductions of original work must involve handwork or direct supervision by the artist.

The following are NOT ACCEPTABLE: Embellished items; Decoupage on manufactured items or manufactured goods. ***SUPPLY INVOICES MAY BE REQUIRED IF JURY MEMBERS NEED FURTHER VERIFICATION OF HANDCRAFTING.***

IMPORTANT, PLEASE READ: NON-SCREENED WORK

Art or craft, which was not included in the original jurying and is brought to the show, must be of the EXACT SAME caliber and quality as the work that was juried. DURING or AFTER booth set-up, LARAC reserves the right to require the removal of any work not consistent with the juried work. If vendor does not comply, LARAC reserves the right to require removal of vendor and his/ her booth entirely from the show.

BALANCE POLICY

Once accepted into the festival, you will be invoiced for the booth fee balance due. If applied for both festivals, you will be invoiced for each balance due separately, and must pay the June balance by deadline.

SPRING Booth Balance in FULL is due by: APRIL 30,2023

FALL Booth Balance in FULL is due by: OCTOBER 31,2023

CANCELLATION POLICY

Cancellations after the final cancellation date, whether cancelled by the vendor, or by LARAC in the event of booth non-payment, do not receive any refund of any kind.

SPRING Booth Final Cancellation Date: MAY 8,2023

FALL Booth Final Cancellation Date: OCTOBER 9, 2023

TAX IDENTIFICATION REQUIRED ON APPLICATION

All Exhibitors must have a NYS Sales Tax number clearly visible in their booth and collect applicable NYS Sales Tax (7% general merchandise and 3% clothing). To obtain a Sales Tax ID#, log onto: www.nys-permits.org. To send for an application, contact NYS Dept. of Taxation & Finance - Sales Tax Unit, WA Harriman Campus, Albany, NY 12227-0155; calls within NYS: 800- 225-5829; calls outside NYS: 518-485-6800.

SECURITY & LIABILITY

LARAC's June Art Festival is held in a city park next to the police station; however, the liability of all goods left overnight rests with the exhibitor. As sponsors of the LARAC June Arts Festival, Lower Adirondack Regional Arts Council (LARAC), and also the City of Glens Falls, are not responsible for injury or damage to persons or property caused by items for sale or display at the LARAC June Arts Festival. Further, any injury or damage to persons or property caused by items for sale or display at LARAC June Arts Festival is the sole responsibility of the exhibitor. Property owners, agents, and craft show producers shall be held blameless from any liability thereof.

Further Certificate of Insurance will be required from each accepted vendor. LARAC's Fall Art Festival is held in a secured indoor location; however, the liability of all goods left overnight rests with the exhibitor. As sponsors of the LARAC Fall Arts Festival, Lower Adirondack Regional Arts Council (LARAC), are not responsible for injury or damage to persons or property caused by items for sale or display at the LARAC Fall Arts Festival. Further, any injury or damage to persons or property caused by items for sale or display at LARAC Fall Arts Festival is the sole responsibility of the exhibitor. Property owners, agents, and craft show producers shall be held blameless from any liability thereof.

Further Certificate of Insurance will be required from each accepted vendor.

2023 LARAC FESTIVALS

APPLICATION

STEP 1: FILL OUT INFORMATION

NAME

BUSINESS NAME

STREET

CITY

STATE

ZIPCODE

EMAIL

PHONE

WEBSITE

SOCIAL MEDIA (INSTAGRAM/FACEBOOK/TWITTER)

NYS TAX ID OR SS#

CATEGORY/TYPE

PRICE RANGE FOR YOUR WORK

LARAC MEMBER YES NO

HOW MANY LARAC FESTIVALS HAVE YOU PARTICIPATED IN _____ ARE YOU ACTIVE MILITARY OR VETERAN YES NO
(PLEASE ATTACH COPY OF PROOF)

STEP 2: WORK DESCRIPTION

NOTE: Jurying of your work is based on the IMAGES you submit and the DESCRIPTION below. By signing this application, if you are accepted, you give LARAC permission to use your images to promote the Festival.

FOOD, SOAPS, LOTIONS and **CANDLE APPLICANTS** must submit TWO samples plus description of ingredients/processes.

ART & CRAFT APPLICANTS must submit

EMAILED IMAGES ARE PREFERRED : FESTIVALS@LARAC.ORG

- 3 images on a CD in jpg format (300 dpi or higher) or high-quality photographs no larger than
- 1 image of you creating your work AND/OR a work of art in progress
- CD's should be accompanied with a sheet listing your name, numbered images (#1, #2, #3), and a description of each image.
- Be prepared, copies of supply invoices may be required by jury panel for further verification of handcrafting.
- Describe your work and processes below.

STEP 3: CATEGORY (CIRCLE ONE)

+ Ceramics/Pottery + Decorative Painting + Graphics/Illustration + Fabric/Fiber + Floral + Glass
+ Jewelry + Leather + Metalwork + Mixed Media + Painting + Paper + Pastel + Photography
+ Soaps/Lotions + Sculpture + Culinary Arts + Wood + Miscellaneous (doesn't fit into category above)

STEP 5: DESCRIPTION OF YOUR WORK

Use the space below to describe your body of work in detail. Please include:

- + Materials, techniques and processes you use
 - + Are your designs original, i.e. created by you?
 - + What, if any, part of your work is made or manufactured by someone other than yourself?
-
-

STEP 6: BOOTH INFORMATION

Note: Most booths have very limited storage space alongside or behind them. There is NO electricity at the June Festival. The June Festival is Rain or Shine. Please provide cover for yourself. Your entire booth/tarp must fit inside the designated area.

JUNE BOOTH

- **OPTION 1: 10x10 (\$295)**
- **OPTION 2: 20x10 (\$545)**
- **ADDITIONAL OPTION: CORNER SPOT (\$25)**
This is a first come, first serve option. Depending on overall layout, we may not be able to accommodate a corner space
- **REQUEST FOR SAME BOOTH AS PRIOR YEAR:**
(Booth will be granted to the first depositor for that booth #)

JUNE BOOTH # _____

FALL BOOTH

- **OPTION 1: 10x10 = \$150**
- **OPTION 2: 20x10 = \$250**
- **ELECTRICITY (\$25)**
- **REQUEST FOR SAME BOOTH AS PRIOR YEAR:**
(Booth will be granted to the first depositor for that booth#)

FALL BOOTH# _____

STEP 7: PAYMENT OPTIONS & FESTIVAL AGREEMENT

APPLICATION FEES	AMOUNT	PAYMENT
Jury Fee - \$20 per show (or \$35 if applying for both shows)	\$20/\$35	
Late Fee (if received after postmark deadline)	\$15	
Booth Deposit - per show	\$50	

CHECK (PAYABLE TO LARAC)

MASTERCARD

VISA

AMERICAN EXPRESS

NAME ON CARD: _____ CID#: _____

EXP DATE: / _____

CARD NUMBER: _____

SIGNATURE: _____

By signing, I am stating that I have read and agree to comply with the LARAC Festivals GUIDELINES AND POLICIES. I understand that jury fees are non-refundable. The booth deposit will be returned if I am not accepted. As the creating artist, I agree to be present and on site for the duration of each LARAC FESTIVAL. I also agree to security and liability terms and conditions.

ARTIST SIGNATURE: _____ DATE: _____