



NATIONAL  
LIGHTHOUSE  
MUSEUM

in association with Staten Island Creative Community and Creative Photography Guild

**CONTRACT FOR LOCAL ARTIST & CRAFTERS:**

**Lighthouse Point Festival: An Arts and Crafts Festival with Maritime Character  
Saturday, September 29, 2018 from 12 p.m. to 6 p.m.  
The Promenade at Lighthouse Point and Pier 1 / National Lighthouse Museum**

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

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

Type of Art/Craft: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell#: \_\_\_\_\_

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

\$50\*/ Single Space – 8’ x 10’ (Fencing Provided by NLM) \_\_\_\_\_

\$50\*/Single Space - 10’ x 10’ (Free Standing) \_\_\_\_\_

\$100\*/ Double Space – 20’ x 10’ (Free Standing) \_\_\_\_\_

\*All Artist/Crafters must pay this one-time, non-refundable fee (paid in-full) with signed contract by 09/03/18.

Total Payment: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_

Check #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**Set-up: 9:00 a.m. to 11:30 a.m.**, vehicles can be driven down The Promenade to unload at 9:00 a.m. and must be off the promenade (with the exemption for food trucks) by 11:30 a.m.

**Take-Down: 6:00 p.m. to 7:30 p.m.**, vehicles can be driven down to The Promenade to load at 6:00 p.m. and must be off The Promenade by 7:30 p.m.

**All Artists/Crafters will need to supply their own** tables, chairs, displays, and/or pop-up tents. Be advised The Promenade is on the water and can be extremely windy with high wind gusts. Weights are required to hold down pop-up tents and other equipment and supplies. No electricity will be available.

**All Artist/Crafters understand** the Festival will take place regardless of the weather (“rain or shine”). Refunds will not be issued for inclement weather.

**Booth/ space assignments** are determined by the Lighthouse Point Festival Planning Committee. Booths/assigned spaces must be left in the condition the vendor found it. All garbage must be bagged in Artist/Crafters supplied black garbage bags to be disposed of by all Artist/Crafters in dumpsters at end of Festival.

**All Artist/Crafters are responsible for** sales tax collection, as well as all required insurance and licenses.

**Artist/Crafters hereby agrees to indemnify** and hold harmless the National Lighthouse Museum, Staten Island Creative Community, and Creative Photography Guild and all their managers, officers, sponsors, employees, agents, and guests from any injury that may arise to Artist/Crafters, their guests, or customers; or for the loss, theft, or damage to any displayed merchandise, samples or vehicle from any cause whatsoever while in transit to or from, or while participating in the Festival.

**When Acts of God** or any other causes not within the control of the National Lighthouse Museum, Staten Island Creative Community, and Creative Photography Guild make it impossible for the Artist/Crafters to occupy the Festival premises, then in such case, the National Lighthouse Museum, Staten Island Creative Community and Creative Photography Guild their officers, sponsors, employees, agents, and guests are jointly released from any and all claims which may arise as consequence thereof.

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**Submit completed contract with payment** via mail to: Tina Cuadrado, National Lighthouse Museum, 200 The Promenade at Lighthouse Point, Staten Island, NY 10301 or email to [ccuadrado@lighthousemuseum.org](mailto:ccuadrado@lighthousemuseum.org).

**Completed contract and payment must be received no later than: Monday, September 3, 2018**  
Space reservation will only be made with receipt of completed contract and payment.

I accept the rules, conditions, and terms of this contract:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_