League of New Hampshire Craftsmen

Juried Member Participation Agreement

Handmade in the Harbour

Event Dates: November 14–15, 2026
Location: Jimmy's Jazz & Blues Club, Portsmouth, New Hampshire

This Participation Agreement ("Agreement") is entered into between the League of New Hampshire Craftsmen ("League") and the undersigned Juried Member ("Participant") for participation in Handmade in the Harbour.

1. Event Information

Handmade in the Harbour is a curated holiday sales event featuring juried members of the League of New Hampshire Craftsmen. The event is designed as a tabletop show, with each participant exhibiting and selling their work from a provided 6-foot table.

Event Hours

Set-Up
Saturday, November 14, 2026: 8:00 AM – 10:30 AM (assigned arrival times)

Saturday, November 14, 2026: 11:00 AM – 7:00 PM
Sunday, November 15, 2026: 10:00 AM – 4:00 PM

Set-Up & Breakdown
• Set-up times will be assigned by the League or Event Manager.
• Participants must be fully set up prior to the event opening.
• Participants must remain open during all published event hours.
• Early breakdown or departure is not permitted without prior approval from the League.
• Breakdown may begin only after the close of the event on Sunday unless otherwise approved by the League, Event Manager, or Executive Director.

2. Space Assignment

• Display spaces will be assigned by the Event Manager.
• Each participant will be provided with one (1) 6-foot table, two (2) chairs, and one black table covering.
• Participants are responsible for supplying all display fixtures, signage and any additional display materials.
• Displays must remain within the assigned 6 foot display space and must not obstruct aisles,

exits, neighboring participants, or venue operations.
• All inventory not displayed must be stored neatly out of public view and may not extend beyond the assigned space. There is no additional storage onsite.
• The Event Manager, or Executive Director reserves the right to require modifications to any display for safety, appearance, or space considerations.

3. Labeling and Signs

• All objects must comply with federal and applicable labeling laws.
• Sale or discount signs are prohibited.

4. Eligible Work

• Only original work created by the accepted juried member may be displayed or sold.
• All work must fall within the media category for which the participant is currently juried through the League of New Hampshire Craftsmen.
• All work exhibited must meet the quality, craftsmanship, and professional presentation standards expected of League juried members.
• The League reserves the right to require the removal of any work that does not meet League standards or otherwise does not comply with this Agreement.
• No commercially manufactured, imported, or buy/sell items may be displayed or sold.

5. Sales & Payments

• Participants are solely responsible for processing all sales.
• Participants must provide their own payment processing equipment and internet or cellular connectivity if required. - **Wifi is available onsite but it is not secure**.
• The League is not responsible for payment processing interruptions, technical issues, or lost sales.
• As New Hampshire does not impose a general sales tax, participants are responsible for complying with all applicable federal, state, and local tax laws and any other legal requirements relating to the sale of their work.

6. Participation Fee

Participation Fee: $360

Payment Due: September 1, 2026

Participation is not confirmed until payment has been received in full.

Failure to submit payment by the due date may result in forfeiture of participation.

7. Cancellation Policy

All cancellations must be submitted in writing.

Refunds, if any, are at the sole discretion of the League.

The League reserves the right to cancel, postpone, relocate, shorten, or otherwise modify the event due to weather, venue issues, public health concerns, acts of God, government restrictions, emergencies, or other unforeseen circumstances beyond its reasonable control. Such decisions shall not create liability for damages, expenses, or lost profits.

8. Liability & Insurance

Participants assume full responsibility for all artwork, inventory, displays, equipment, and personal property throughout the event.

Participants must maintain Commercial General Liability Insurance with minimum coverage of $1,000,000 per occurrence and $2,000,000 aggregate, and shall provide proof of insurance to be emailed to eventmanagr@nhcrafts.org by October 1st, 2026. The League of New Hampshire Craftsmen must be added as an additional insured. With our address showing as: 49 South Main Street, Concord NH 03301.

The League of New Hampshire Craftsmen, Jimmy's Jazz & Blues Club, its officers, directors, employees, volunteers, Event Manager, Executive Director, and affiliates shall not be liable for any injury, theft, loss, damage, or claims arising from participation in the event.

9. Indemnification

The Participant agrees to indemnify, defend, and hold harmless the League of New Hampshire Craftsmen, Jimmy's Jazz & Blues Club, its officers, directors, employees, volunteers, Event Manager, Executive Director, and affiliates from any claims, liabilities, damages, losses, costs, or expenses, including reasonable attorney's fees, arising from the Participant's products, displays, negligence, or participation in the event.

10. Venue Rules & Compliance

• Participants agree to comply with all event rules, venue requirements, and all applicable federal, state, and local laws.
• Participants are responsible for ensuring their displays and equipment meet all applicable fire and safety requirements.
• Food or beverages may not be sold or distributed without the prior written approval of the League and Jimmy's Jazz & Blues Club.

11. Code of Conduct

Participants are expected to conduct themselves professionally and respectfully toward guests, fellow participants, League staff, volunteers, and venue personnel at all times.

All participants are required to comply with the League of New Hampshire Craftsmen Code of Conduct, available at:

https://nhcrafts.org/wp-content/uploads/2026/08/LNHC-Code-of-Conduct.pdf

Failure to comply with the Code of Conduct or this Participation Agreement may result in removal from the event without refund, at the discretion of the League, Event Manager, or Executive Director.

12. Photography & Promotion

The League of New Hampshire Craftsmen reserves the right to photograph, film, or otherwise record the event, participating artists, displays, and artwork for promotional, educational, archival, website, and social media purposes without additional compensation to the Participant.

13. Agreement

This Agreement constitutes the entire understanding between the Participant and the League of New Hampshire Craftsmen regarding participation in Handmade in the Harbour.

The League, Event Manager, and Executive Director reserve the right to interpret and enforce this Agreement and to make reasonable decisions regarding matters not specifically addressed herein.

Terms acknowledged and accepted by the participant in the online payment form, constituting a binding agreement.