

PLEASE COMPLETE THIS FORM IN FULL.

Please refer to the complete Standards Guidelines package before completing this form.
All information recorded herein will be kept strictly confidential and used for NSDCC jurying purposes only.

Name: _____
Business Name: _____
Mailing Address (Please include county):

- Medium/Media: Books, Cards, and Music Metal
 Clay Wood
 Decorative Arts Organic
 Fibre Stone & Bone
 Food Visual Arts
 Glass Other (specify)
 Leather

Telephone: Home: _____
Other (cell): _____
E-Mail: _____
Website: _____

Work: _____
Fax: _____

Please check:

- First submission
- Re-submission
- New/Revised Product
- Standards Committee Recall

Do you:

- Work Alone
 - Work with a partner Number: _____
 - Work and supervise the work of others Number: _____
- If you indicated that you supervise the work of others, please outline your procedures for inspecting and maintaining quality control in production.

How long have you been working at your craft? _____

Business Clarification

Please check:

- Maker: 1-3 full-time employees (including applicant). Maximum 120 person hours per week.
- Producer: 4-9 full-time employees (including applicant). Maximum 360 person hours per week.
- Manufacturer: 10 or more full-time employees (including applicant). More than 360 person hours per week.

Note: New applications will not be accepted in the Manufacturer category. Manufacturers must have entered the market membership in the Maker or Producer category.

Work Retrieval Arrangements

Please check:

- Authorized pick up for NSDCC office
- C.O.D. courier (specify) _____
(Note: arrangements for C.O.D. to be made by applicant)
- Payment for return postage or shipping enclosed

Checklist:

- NSDCC membership paid in full
- At least 3 items submitted (max 6)
- \$10 Viewing fee included
- Photo, sketch or description of booth display
- Application form completed in full
- Supporting documentation included
- Work retrieval arrangements made
- Insurance in place for items while in the possession of NSDCC

Declaration: I understand that my work may be photographed by the Standards Committee for a visual record, and that the photographs will be used by the Standards Committee for reference ONLY.

Signature: _____

Date: _____

Using the general and specific guidelines in the Standards Assessment package, the Standards Committee reviews all submissions carefully, accepting work on the merits of good workmanship. With this in mind, the level of excellence NSDCC is known for can be maintained. Complete the following for each item submitted. Use a separate sheet if necessary.

1. **DESIGN:** A brief description of design process, including whether or not works are intended to be functional or decorative should be included for each piece of work submitted.

2. **PRODUCTION QUALITY AND TECHNIQUE:** A description of stages of production and reasons for selecting a “one of a kind” or “production” approach should be included.

3. **SOURCE OF INSPIRATION:** Descriptions of how/where the designs originated and identification of sources if relevant.

4. **MATERIALS USED:** An explanation of choice of materials and how they are appropriate to the intended finished object should be included.

5. **COMMERCIALY FABRICATED CONTENT:** Commercially fabricated elements (if any) present in work and why they are considered necessary should be included.

6. **IDENTIFICATION/LABELLING:** Samples of labeling (i.e. sewn-in labels, business cards, signature on work), or a clear description of the labeling chosen to use if samples are not available at the time of the assessment should be included.

7. **SPECIFIC EXCLUSIONS:** Currently, specific exclusions that are unacceptable for NSDCC craft markets include: unfinished items, kits for consumer assembly and photomechanical reproductions.

Please describe your typical production process from beginning to end, outlining the raw materials used, stages of production, individual skills required, who performs the specific tasks involved, what tools are used and the degree of mechanization involved.
