

**Arkansas Craft Guild  
2009 Christmas Showcase Application Guidelines**

**Dates of Show** – December 4<sup>th</sup> – 6<sup>th</sup>, 2009

Location – Statehouse Convention Center, Little Rock, Arkansas

**Application deadline** – postmarked on or before July 31<sup>st</sup>, 2009

Applications will be reviewed about August 15<sup>th</sup> and notifications will be sent shortly afterward.

If you are accepted for this event your name, studio name, address, phone number, e-mail, web-site address and artist statement will be used for programs and publicity purposes. Images may be used for publicity as well.

Non-members - if you do not enclose the appropriate images, your application will not be considered.

To have your CD returned enclose a SASE with appropriate postage. If you do not, your CD will not be returned.

**Fees**

Fee information is on the application form. We accept payment by check or credit card. Jury and booth fees should be made payable to the Arkansas Craft Guild. Application fees will be deposited upon receipt. Booth fees will be deposited when you application is accepted.

Applications postmarked on or after August 1<sup>st</sup>, 2009 will not be considered unless the late fee is enclosed.

Special requests (such as corner booths) are assigned to returning participants first, then in order of application postmark.

**Images**

Images on CD must be accompanied by a printed sheet with the artist's name and the size of items. Files must be in jpg format and had have a maximum file size of 500 Kb per image.

**Application Checklist**

- Completed Application Form
- Check for application fee (non-members only, non-refundable)
- Check for booth, electricity, tables/chairs, (and late fee if postmark is on or after August 1, 2009)
- Self-Address Stamped reply envelope
- (for non-members) - 4 images of individual pieces of your work plus one booth shot.
- 100 word artist statement

Send your completed application packet to:

**Showcase 2009**  
**Arkansas Craft Guild**  
**PO Box 800**  
**Mt. View, AR 72560**

Our office number is 870-269-4120.

**Refund Policy**

Cancellations prior to August 31st, 2009 will be refunded (less a \$50 fee)

Cancellations from September 1<sup>st</sup> to October 31<sup>st</sup> will be refunded less one-half the booth fee

Cancellations on or after November 1<sup>st</sup> will not be refunded

Show information such as hall layout, booth assignments, etc. will be available on the web as they are completed. We will use your e-mail address to send you current information and links.

**Artist Attendance**

The artist or craftsperson must be in attendance at their booth.

**Accepted Media**

Bath & Body products, Books, Candles, Dolls, Dried Floral, Eggs, Fiber, Prepared Foods, Glass, Gourds, Handbags, Jewelry, Leather, Musical Instruments, Paintings/Print Making/ 2-D arts, Photography, Pottery/Ceramics, Sculpture, Stained Glass, Surface Enrichment, Wood

**Notes on Media**

A detailed standards document is available on the Arkansas Craft Guild website at [www.arkansascraftguild.org](http://www.arkansascraftguild.org).

**Beaded Jewelry**

Each item of beaded jewelry (earring, bracelet, pendant, etc.) MUST include beads hand-made by the artist or a hand-crafted focal point.

**Food**

Foods must be prepared in Health Department approved facilities. Cooking is not permitted at the show.

**Two-dimensional Art**

Commercial reproductions (lithographs, giclees, etc.) must be clearly labeled.

**Print Making**

The print block or stone must have been created by the artist. Prints must be pulled by the artist.

**Standards**

Each booth display must consist only of the artist's original juried work. Artwork must be in the media submitted to and accepted by the Standards Committee. All booths will be reviewed by the Standards Committee at intervals prior to and during the show. The Arkansas Craft Guild reserves the right to request the artist remove work that does not comply with show rules. Artists who chose not to comply with the Standards Committee requests may be asked to leave the show and will be ineligible for participation in future guild sponsored events and shows.

**Compliance with Arkansas Tax Regulations**

Each exhibiting must submit a tax report at the conclusion of the show. In addition, out-of-State artists and artists without Sales and Use Tax Permit will be required to remit taxes at that time. Artists who do not submit a report will be ineligible for participation in future guild sponsored events and shows.