

Arkansas Craft Guild

32nd Annual Christmas Showcase: Application Guidelines

Dates of Show: December 3, 4 & 5, 2010

Location: Hall 4, Statehouse Convention Center, Little Rock, Arkansas

Application Deadline: July 31st, 2010

Members of the Arkansas Craft Guild must follow the application procedures outlined herein but are not required to jury for the show. **Members in good standing (2010 dues are paid) please skip to Section 2.**

Section 1: This juried show is also open to artists who are not members of the Arkansas Craft Guild. The standards and procedures that apply to non-members are as follows:

1. Only original art and crafts are accepted. Please consult our detailed standards document online at www.arkansascraftguild.org to determine if your media is eligible.
2. 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 during the show. The Arkansas Craft Guild reserves the right to request that an artist remove work that does not comply with show rules.
3. Please complete and submit the attached application, along with a CD of digital images to be juried including 4 images of individual work and one booth image. Images must be 300 dpi, .jpeg format and must have the artist's name as part of the file name (e.g. davidahlstedt1.jpeg). Please submit a printed sheet with your CD which describes each image including artist name, size and media.
4. Non members must submit a \$15.00 non refundable jury fee (see the itemized fee list on the application form). We accept payment by check or credit card. Jury and booth fees should be made payable (in separate checks) to the Arkansas Craft Guild. Applications fees will be deposited upon receipt; booth fees will be deposited when your application is accepted.

Applications will be reviewed by the Standards Committee at their August meeting (around August 15th) and notifications will be sent shortly afterward.

If you are accepted into the Showcase, your name, business name, address, phone number, email address, website, artist statement and images will be used for programs and publicity purposes.

NOTE: You must include the requisite digital images to be juried for this show.

Section 2: Fees

2010 Booth fees are:

10 x 10 booth - \$230 for Guild Members; \$280 for Non-Members

10 x 15 booth - \$345 for Guild Members; \$395 for Non-Members

Corner booths are available to Guild Members ONLY for an additional \$25.00 per booth.

See the itemized list of fees and expenses on the Application Form.

Late Fee: Applications postmarked (or delivered) after July 31, 2010, will not be accepted unless the late fee of \$25.00 is included.

Section 3: Refund Policies

Cancellations prior to August 31st 2010 will be refunded less a \$50.00 fee.

Cancellations from September 1st to October 31st will be refunded less one-half of the booth fee paid.

Cancellations on or after November 1st will not be refunded.

Section 4: Artist Attendance

All artists must be in attendance at their booth during the Showcase.

Section 5: Show Information

Show information such as hall layout, booth assignments, etc., will be emailed to you as it becomes available. A packet will also be mailed to you in late August. Please review this packet as it will contain important information about check in, including a LOAD-IN pass, which you will need to drive into the Hall to set up for the show.

Section 6: Advertising and Promotion

We will be printing the Guide to the Christmas Showcase section in the Arkansas Times again this year. MEMBERS: It is essential that we have a digital image from each Show Participant for this section. See submission details in the Application Form.

We will also provide postcards for you to mail to your preferred customers. These postcards are NOT to be used as free passes so no stickers will be provided. They will offer a "bring a friend for free" deal. If you wish to provide a free pass using **your own postcards**, you may do so. We will honor them and collect them at the door for you. You must print the postcard and pay the postage, but you will not be required to reimburse the Guild for the free admission. There is no cost to you for the "bring a friend for free" Guild-issued postcards which we will print and send out to you. Please indicate on the Application Form how many Guild-issued postcards you will send or distribute.

Arkansas Craft Guild 32nd Annual Christmas Showcase

December 3, 4, & 5, 2010

Statehouse Convention Center, Hall 4, Little Rock, Arkansas

Application Deadline: July 31st, 2010

APPLICATION FORM

Please complete this form completely and legibly. The information you include will be used for the program guide and promotional purposes unless you indicate otherwise.

Artist Name(s): _____

Business Name: _____

Media Category: _____

Guild Member: YES, Member # _____ Date dues paid: _____
 NO

Arkansas Sales and Use Tax Number: _____

If you do not have an Arkansas Sales and Use Tax (Tax Permit) number you must pay your sales tax at the end of the show. Forms and instructions will be distributed in your show packet. Please pay taxes by check. Note: All show participants will be required to fill out a Special Events tax form at the end of the show.

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Website: _____

Brief Artist Statement (about 100 words), for publicity purposes:

Digital Image for Program Guide:

MEMBERS: Please email 1 color image of your work to be used in the program guide to becki.dahlstedt@gmail.com. Please send .jpeg format, 300 dpi image with artist name included in file name (e.g. daviddahlstedt1.jpeg). You may submit additional photos for publicity purposes. Please put "2010 Christmas Showcase Artist Photo" in the subject line when sending the email. I need these photos by the application deadline of July 31, 2010.

Number of Guild-issued postcards you request to mail out or distribute: _____

Booth sizes and fees:

ACG Member		Non Member	Jury Fee \$15.00
___ 10 x 10 @ \$230	\$	___ 10 x 10 @ \$280	\$
___ 10 x 15 @ \$345	\$	___ 10 x 15 @ \$395	\$
10 x 10 corner \$255	\$	Not available	N/A
10 x 15 corner \$370	\$	Not available	N/A
Electricity @\$40*	\$	Electricity @ \$40*	\$
__ Tables @ \$12 ea	\$	__ Tables @ \$12 ea	\$
__ Chairs @ \$3 ea	\$	__ Chairs @ \$3 ea	\$
Add late fee \$25 (after July 31st)	\$	Add late fee \$25 (after July 31st)	\$
TOTAL	\$	TOTAL	\$

* Internet and phone services are also available. Request a form from the office. 870-269-4120.

Special Requests: Please indicate special booth requests. (Special requests will be honored when possible.) Note: There are a limited number of corner booths and they will be filled on a first come/first serve basis so get your application in early if you want a corner booth. Note also that these corner spaces are available to members only.

We accept payment by check made payable to: **Arkansas Craft Guild**. (Non-members please make separate checks for the jury fee and show fees.)

We also accept payment by
 ___ VISA ___ MasterCard ___ Discover ___ American Express

Name on Card: _____

Card Number: _____

Expiration Date: _____ Security Code on back of card: _____

You may call the office at 870-269-4120 to provide credit card information.

I agree to abide by the rules of the Arkansas Craft Guild and I understand that neither the Arkansas Craft Guild or the City of Little Rock are responsible for any lost, damaged or stolen merchandise or personal injuries; nor will I be a party to any legal action. I authorize the Arkansas Craft Guild to use images of my work and biographical information for publicity purposes in advertising the show.

Signature: _____ Date: _____

Send your completed application package to:

**2010 Christmas Showcase
 Arkansas Craft Guild
 P.O. Box 800
 Mountain View, AR 72560**

For office use only:

Date postmarked: _____

Date delivered: _____

Amount: \$ _____

Payment Method: _____