



**JURY APPLICATION**  
**MCLEAN HOLIDAY CRAFTS SHOW**  
 DECEMBER 4-6, 2009  
 APPLICATION DEADLINE: JUNE 15, 2009

*Don't miss out on the McLean Holiday Crafts Show – the best show of the year. The show is held at the beautiful McLean Community Center. Any application received after the deadline will be waitlisted if all application criteria are met. If you are selected for the show you will be notified by letter by August and payment for your booth space will be due at that time. Please do not call to find out the status of your application.*

**PLEASE FILL OUT COMPLETELY AND COMPLY WITH ALL CRITERIA OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CRITERIA FOR JURY APPLICATION:**

- Complete ALL parts of Application.
- Include **at least** (3) Photos (no slides) of images of your work and representative of what you plan to sell in the show.
- Identify all photos with your name. Photos of your work should include price of each item.**
- Include One (1) Photo of you making your craft in your "workshop".
- Include One (1) Photo of your booth display.
- Remit Application Fee of \$5.00.**

**CONTACT INFORMATION:**

ORGANIZATION/BUSINESS NAME: \_\_\_\_\_

CONTACT NAME (ONE NAME ONLY PLEASE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**CRAFT CATEGORY: (CHOOSE ONLY ONE)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Apparel           | <input type="checkbox"/> Furniture     | <input type="checkbox"/> Paintings/Drawings |
| <input type="checkbox"/> Baskets           | <input type="checkbox"/> Gourmet Food  | <input type="checkbox"/> Paper Goods        |
| <input type="checkbox"/> Ceramics          | <input type="checkbox"/> Glass         | <input type="checkbox"/> Photography        |
| <input type="checkbox"/> Childrens Items   | <input type="checkbox"/> Jewelry       | <input type="checkbox"/> Pottery/Clay       |
| <input type="checkbox"/> Dolls/Accessories | <input type="checkbox"/> Leather       | <input type="checkbox"/> Sculpture          |
| <input type="checkbox"/> Fabric/Needlework | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Soft Sculpture     |
| <input type="checkbox"/> Floral            | <input type="checkbox"/> Mixed Media   | <input type="checkbox"/> Wood               |

**JEWELRY** that is included in your submission with other craft media must be juried separately and will require a separate form and application fee. Applicants who include jewelry in their submission along with other crafts may be at risk for rejection if the jewelry is not submitted separately.

**Description of craft(s) and the technique used in making them (Attach separate page if more room is needed):**

\_\_\_\_\_

\_\_\_\_\_

**Please check the appropriate boxes to specify your space requests:**

- |  |   |
|--|---|
| <input type="checkbox"/> Standard Booth Space (approx 9x8) - \$200                       | <input type="checkbox"/> Request same space as last year (may not be available) |
| <input type="checkbox"/> Premium Lobby Space (approx 10x8) - \$235 (limited # available) | Space # _____   |

**PAYMENT INFORMATION (APPLICATION FEE ONLY AT THIS TIME)**

Pay by check (made payable to: McLean Community Center), money order or credit card.

MC  VISA  AMEX Card #: \_\_\_\_\_ Amount: \$ 5.00

Name as it appears on Card (PRINT): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Signature: \_\_\_\_\_

**IMPORTANT INFORMATION:**

- All work must be original thought, design and creation by the artisan. **NO BUY-SELL, COMMERCIAL PRODUCTS, OR IMPORTS.**
- No double booths available.
- Provide self-addressed stamped large envelope with appropriate postage for photos to be returned.
- Crafters/Artisans must be on site during show hours.
- Crafters may only display items approved by the jury. No additional non-juried items may be added to the display during the show or it will be subject to removal by the show management.

# TERMS & CONDITIONS

## MCLEAN HOLIDAY CRAFTS SHOW

*Produced by the McLean Community Center*

### EVENT DATES:

Friday, December 4, 2009  
Saturday, December 5, 2009  
Sunday, December 6, 2009

### HOURS OPEN TO EXHIBITORS:

7:00 AM – 6:00 PM  
9:00 AM – 7:00 PM  
10:00 AM – 7:00 PM

### HOURS OPEN TO PUBLIC:

11:00 AM - 6:00 PM  
10:00 AM - 7:00 PM  
11:00 AM - 4:00 PM

1. **REFUNDS:**

- a. \$50.00 penalty for cancellations postmarked 90 days prior to event date
- b. \$100.00 penalty for cancellations postmarked 60 days prior to event date
- c. No refunds after 30 days prior to event.
- d. Refunds under this paragraph will *only be considered if requested in writing*. Full refunds will be made if event is cancelled by the Center. Please note that this paragraph supersedes any other Center refund policies.

2. **CANCELLATION POLICY:** The show will be held unless cancelled by the Center. Please call the center for latest information. There is no weather date scheduled.

3. **LOCATION:** The event is located at the McLean Community Center (MCC), 1234 Ingleside Avenue, McLean, VA 22101. See [www.mcleancenter.org](http://www.mcleancenter.org) for directions.

4. **SETUP:** 7:00 AM – 10:30 AM: Exhibitors may begin setting up on Friday, at 7:00 a.m. and must be in place by 10:30 a.m. Early load-in will NOT be approved for any time other than specified above.

5. **HOURS:** Exhibitors will open and work the show hours as indicated above.

6. **TEARDOWN:** Exhibitors MAY NOT BEGIN PACKING UP before 4:00 PM on SUNDAY. Booths must be removed by 7:00 PM.

7. **ALL ITEMS HANDCRAFTED BY THE EXHIBITOR:** The booth space can only be used for the sale of handcrafted items made by the undersigned. You are certifying that the crafts are made by you. (Handcrafted is defined as the exhibitor using materials to assemble, paint, draw, sew, bake or make the craft items, or as outlined on the your jury application form.)

8. **NON-JURIED ITEMS:** You may not sell crafts you did not have juried and approved for sale, e.g., adding a small jewelry section to the pottery display you were accepted on. The show manager reserves the right to require the removal of any merchandise deemed unacceptable.

9. **SIGNAGE:** Exhibitors should provide their own identification signs, which should be of professional quality, and large enough to be seen across a large room.

10. **FIRE/SAFETY:** Exhibitors shall observe all fire and safety regulations. No chairs or tables will be permitted in exhibit area aisles or doorways. There is no smoking in any part of the building.

11. **SPACE:** The exhibitors shall keep the space in good order, shall not deface the walls or floor, and shall leave the space in good condition at the end of the event. The exhibitors shall arrange the space so that other exhibitors will not be blocked from view. You must bring everything to make up your booth. Only tables, if requested, will be provided. Two (2) chairs are provided free to all booths. All tables must be draped to the floor on all viewable sides. Note table size(s) you are renting. We do not provide tablecloths or pipe and drape for this show.

12. **UNATTENDED BOOTH/SUBLETTING:** Exhibitors should not leave the booth unattended and recognize that the Center does not assume responsibility for the booth. The Center does not provide "booth sitters". No subletting of booth space allowed in the Holiday Crafts Show.

13. **I.D. BADGES:** All exhibitors and sales assistants must wear I.D. badges which, provided by MCC, which identify you and your booth staff as Exhibitors. Exhibitors are responsible to enforce all terms with their booth staff.

14. **ELECTRICITY:** The Center will provide electrical outlets where possible. The exhibitors should provide extension cords, outlet strips, and placement is subject to approval by set-up officials.

15. **PARKING:** Immediately upon unloading, exhibitors will park vehicles in the upper parking lot (beyond the main parking area) and the lot behind the library. Spaces closer to the building will be for your customers throughout the show.

16. **DELIVERY:** Pickup and delivery of items will be done at the expense of the exhibitors. Unloading can be done from all external doors. Both floor levels have ground level access. An elevator serves both levels.

17. **ADVERTISING:** This event is advertised widely in the Washington Post Weekend Section, local publications and newspapers and through radio, website and email advertising. It is included in the MCC Program Guide (circ. 20,000) and promoted through show cards distributed to MCC customers.

18. **STATE TAX & HEALTH:** Exhibitors are agreeing that they are responsible for collecting and reporting Virginia State Sales Tax (5%) and abiding by all County, State, and Federal Health requirements. Further, they agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board from any liability resulting from their failure to do so.

19. **INDEMNITY:** By participating in this event, the exhibitor agrees to indemnify and hold harmless the County of Fairfax and the McLean Community Center and its Governing Board from any and all liability for damage, County Health code violations, injury, or loss to any person or goods for any reason. The exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the McLean Community Center is just providing a place for the party to conduct their business.

**BY SUBMITTING THIS APPLICATION YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.**

Questions? Call Sam Roberts 703-790-0123 or email [sam.roberts@fairfaxcounty.gov](mailto:sam.roberts@fairfaxcounty.gov)

McLean Community Center, 1234 Ingleside Ave, McLean, VA 22101 Phone: 703-790-0123 Fax: 703-556-0547 [www.mcleancenter.org](http://www.mcleancenter.org)