



# JURY APPLICATION

## MCLEAN HOLIDAY CRAFTS SHOW

DECEMBER 3-5, 2010

APPLICATION DEADLINE: MAY 7, 2010, 5:00 P.M.

Come join our exquisite group of artisans for the best show of the year! This show is held at the beautiful McLean Community Center. If you are selected for the show you will be notified by letter by June 1 and payment for your booth space will be due June 18. Please do not call to find out the status of your application.

\*\*You are welcome to apply after the application deadline has passed to be waitlisted only, but you will **not** be notified of your status unless you are chosen to replace someone as the jury will convene shortly after the deadline and will only see your work if a vacancy becomes available.

**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) clear & detailed photos (no slides) of images of your work representative of what you plan to sell in the show.
- On the back of each photo, identify each item depicted with your name, a good description of that item and its price.**
- Include One (1) Photo of you making your craft in your "workshop". We want to see you with your tools & supplies!
- Include One (1) Photo of your booth display.
- Gourmet Specialty Foods must also include actual samples for the jury
- 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"/> Holiday               | <input type="checkbox"/> Furniture                                 | <input type="checkbox"/> Paintings/Drawings |
| <input type="checkbox"/> Basketry              | <input type="checkbox"/> Gourmet Food                              | <input type="checkbox"/> Paper Art          |
| <input type="checkbox"/> Ceramics/Pottery/Clay | <input type="checkbox"/> Glass                                     | <input type="checkbox"/> Photography        |
| <input type="checkbox"/> Children              | <input type="checkbox"/> <del>Jewelry</del> <b>category filled</b> | <input type="checkbox"/> Home Accessories   |
| <input type="checkbox"/> Dolls/Accessories     | <input type="checkbox"/> Leather                                   | <input type="checkbox"/> Sculpture          |
| <input type="checkbox"/> Fiber Arts            | <input type="checkbox"/> Miscellaneous                             | <input type="checkbox"/> Soft Sculpture     |
| <input type="checkbox"/> Floral                | <input type="checkbox"/> Mixed Media                               | <input type="checkbox"/> Wood               |

**JEWELRY will not be accepted and may not be included in any part of your display.**  
**Please see the application for the McLean Jewelry Showcase on our website:**  
[www.mcleancenter.org/special-events](http://www.mcleancenter.org/special-events)

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:

- Standard Booth Space (approx 9x8) - \$200
- Premium Lobby Space (approx 10x8) - \$235 (limited # assigned by jury)
- Request same space as last year (may not be available) Space # \_\_\_\_\_

### PAYMENT INFORMATION (APPLICATION FEE ONLY AT THIS TIME, SUBMIT THIS PAGE ONLY)

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. If you work with a partner you must show work of both artists according to submission guidelines.
- 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.

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DECEMBER 3-5, 2010

APPLICATION DEADLINE: MAY 7, 2010, 5:00 P.M.

### EVENT DATES:

Friday, December 3, 2010  
Saturday, December 4, 2010  
Sunday, December 5, 2010

### HOURS OPEN TO EXHIBITORS:

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

### NEW HOURS OPEN TO PUBLIC:

11:00 AM - 7:00 PM  
10:00 AM - 6:00 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 inclement 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. You may not leave early in the event of bad weather unless the show closes.
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, forge or make the craft items, or as outlined on the your jury application form.) Specialty foods must not be associated with any corporation or franchise and will be judged case by case. Should there be questions regarding the authenticity of your craft in regards to being buy/sell or imported, be prepared to provide the show manager with a detailed collection of receipts for the raw materials you used to produce your items.
8. **NON-JURIED ITEMS:** You may not sell crafts you did not have juried and approved for sale, e.g., adding a knitwear 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 & YOUR STAFF** All exhibitors and sales assistants must wear I.D. badges which will be provided by MCC. Exhibitors are responsible to enforce all Terms and Conditions with their assistants. Complimentary passes will only be given to assistants working the booth. You will receive 4 ID badges in your check-in packet when you arrive. You can purchase admission tickets for extra helpers, if you wish.
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 and for you to mail your customers. Advertising is a joint venture. We expect you to notify your loyal customers in every way possible so that we all have success! If you have a website, announce the show and link our page for a \$1 admission discount coupon.
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. **HOTEL:** For out of town exhibitors we suggest trying various travel websites to get the best rates. We have negotiated with a local hotel in the past that wasn't as competitive. Tyson's Corner offers an array of choices. If you need assistance, please let us know.
20. **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.
21. **USE OF PHOTOS:** By submitting photos to us you give us the right to use them in the promotions of the show. All photos taken during the event by us may also be used for promotional purposes in the future.

**RETAIN THIS PAGE FOR YOUR REFERENCE AND READ THOROUGHLY.**