



This show features only handcrafted jewelry and is a JURIED show. No Buy/Sell or imported jewelry will be accepted. Deadline for receipt of application is by the above date (any application received after the deadline will be waitlisted if all application criteria are met). If you are notified of your acceptance in the show, payment for your booth space will be due at that time. Those applicants that are waitlisted or declined will also be notified. Final decisions are made in late summer and notifications will be sent before December.

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 Three (3) Photos (no Polaroids, no slides) with images of your work (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 jewelry in your "workshop".
- Include One (1) Photo of your booth display.
- Remit Application Fee of \$5.00**, and stamped self-addressed envelope if you want your photos returned.

CONTACT INFORMATION:

ORGANIZATION/BUSINESS NAME: _____

CONTACT (ONE name only please): _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____

WEBSITE: _____

JEWELRY CATEGORY: (CHOOSE ONLY ONE)

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> BEADWORK | <input type="checkbox"/> 14K GOLD JEWELRY | <input type="checkbox"/> GLASS |
| <input type="checkbox"/> MIXED MEDIA | <input type="checkbox"/> STERLING SILVER | <input type="checkbox"/> PEARL |
| <input type="checkbox"/> PRECIOUS GEMSTONE | <input type="checkbox"/> SEMI-PRECIOUS GEMSTONE | <input type="checkbox"/> CRYSTAL |

Is ALL your jewelry handmade by you (the exhibitor) YES NO

Please describe the materials used in your jewelry: _____

Please check the appropriate boxes to specify your space requests:

- Standard Booth Space (approx 9x8) - \$125
- Request same space as last year (may not be 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 OR COMMERCIAL PRODUCTS.
- No double booths available.
- No subletting booths to other vendors.
- 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

JEWELRY SHOWCASE

Produced by the McLean Community Center

EVENT DATE:

Saturday, February 6, 2010

HOURS: OPEN TO EXHIBITORS

8:00 a.m. – 7:00 p.m.

HOURS: OPEN TO PUBLIC

11:00 a.m. – 5:00 p.m.

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 for directions.

4. **SETUP:** 8:00 AM – 10:30 AM: Exhibitors may begin setting up on Saturday at 8:00 a.m. and must be in place by 10:30 a.m. There is no EARLY load-in available.

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

6. **TEARDOWN:** Exhibitors MAY NOT BEGIN PACKING UP before 5:00 PM on SATURDAY. 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 jewelry items made by the exhibitor. You are certifying that the jewelry is 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 items you did not have juried and approved for sale. 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:** Exhibitors should not leave the booth unattended and recognizes that the Center does not assume responsibility for the booth. The Center does not provide "booth sitters".

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.

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.