



JURY APPLICATION

MCLEAN JEWELRY SHOWCASE
Saturday, February 5, 2011
APPLICATION DEADLINE: may 28, 2011, 5:00 pm



This show features only handcrafted jewelry and is a JURIED show. No Buy/Sell or imported jewelry will be accepted. Any application received after the deadline stated above will be automatically waitlisted provided all criteria are met. Do not expect to hear from us if your application is late unless a space has opened and the jury has chosen you. If you are selected for the show you will be notified by letter by July 23 and payment for your booth space will be due August 13. Those applicants who apply on time that are waitlisted or declined will also be notified. If you apply after the deadline, your application will only be seen by the jury if a vacancy becomes available.

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 Three (3) clear quality 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" surrounded by your supplies.
- 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: _____

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

Please describe the materials and techniques 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, 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 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 5, 2011

HOURS: OPEN TO EXHIBITORS

7:00 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 120 days prior to event date
 - b. \$100.00 penalty for cancellations postmarked 90 days prior to event date
 - c. No refunds after 60 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 for directions.
4. **SETUP:** 7:00 AM – 10:30 AM: Exhibitors may begin setting up on Saturday at 7:00 a.m. and must be in place by 10:30 a.m. Early load-in will NOT be approved for any reason.
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. 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 made by you. Handcrafted is defined as the exhibitor using materials to assemble, cast, forge, fire your jewelry or as outlined on the jury application form. 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 jewelry.
8. **NON-JURIED ITEMS:** You may not sell items you did not have juried and approved for sale, e.g., adding a small note card section to the jewelry 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:** 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/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.
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. 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
18. **STATE TAX & HEALTH:** Exhibitors agree 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. However, 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.

RETAIN THIS COPY FOR YOUR REFERENCE AND READ THOROUGHLY