



## Spring Show & Sale at the Craft Guild of Dallas: April 15<sup>th</sup> – 17<sup>th</sup>, 2016

Application Deadline: Saturday, February 13<sup>th</sup>

### ***Important Changes: What's Different This Year?***

- A completed application can be dropped off at the front desk or emailed to [info@craftguildofdallas.com](mailto:info@craftguildofdallas.com) with the \$15 application fee and **MUST** be turned in by everyone (including teachers, board members, etc.) **by 4:00 p.m., Saturday, February 13<sup>th</sup>**. **No late applications will be accepted. No exceptions.**
- The \$15 nonrefundable application fee must be paid immediately upon submission of the application. The regular \$30/\$60 space fee will be due **after** the artist's work has been reviewed by the jury and an acceptance email has been received.
- Although it may be requested, multiple table/wall space for artists is NOT guaranteed. We thank you for understanding the limitations on space that come with increased success. Fall 2015 was our largest and most beneficial (for both the artists and the Guild) Show & Sale to date.
- The full \$60 (non-prorated) 2016 yearly membership fee will be collected on or before the **space payment deadline of Saturday, March 5<sup>th</sup>**. Failure to submit the space fee **AND** membership fee by this date will result in the forfeiture of the applicant's space.
- The Craft Guild makes every effort to maintain the highest level of security during our Show & Sale. However, the Guild, its staff, and volunteers, *cannot be held responsible for lost, stolen, or damaged items and personal belongings*. If a piece of your work is chosen by the Show committee to be displayed in The Store you will receive a paper form in your space indicating so.
- **Only digitally submitted photos in .jpg format will be accepted** and should be emailed to [coordinator@craftguildofdallas.com](mailto:coordinator@craftguildofdallas.com) immediately following the application submission to the front desk. Artists will need to submit three (3) photos in each medium in which they plan to sell. Each medium will be juried separately. Artists will be chosen by a non-partial jury who will see only the photos submitted. Clear and professional photos are essential and should represent a cohesive body of work.
- **Show & Sale information and mandatory training sessions will be held on the following dates and will last approximately 45 mins to an hour. Please make arrangements to attend one of the following times and put your name on the sign-in sheet: **Saturday, April 9<sup>th</sup> at 10:00 am OR Thursday, April 14<sup>th</sup> at 6:00 pm.****
- ***Emerging Artists Area.*** As part of our commitment to help nurture new talent, the Craft Guild of Dallas offers the opportunity to be part of a collective Emerging Artists area to artists who are not yet ready for a full table commitment. *Accepted participants of this program are limited to a total of two Show & Sales in a specific medium before being encouraged to apply for a regular space.* Emerging Artists are not required to pay a table fee, their work will be available for sale at the same 70/30 fee structure, and they will be required to work one shift. The number of pieces available for display and sale will be limited based on available space.
  - You may choose to be a part of this group in two ways:
    - Option 1: If your work is not accepted during the jury review, you may be invited to be part of the Emerging Artists group.
    - Option 2: You can apply to *only* be part of the Emerging Artists group. Your work will be judged on suitability for this area (*see page 4 for more information*).



## Spring Show & Sale at the Craft Guild of Dallas

April 15<sup>th</sup> – April 17<sup>th</sup>, 2016

The Spring Show & Sale is a highly anticipated annual event celebrating Craft Guild artists and fine art and craft. It is the responsibility of the applicant to thoroughly read this entire packet.

### General Information

- This is a popular juried showcase for Craft Guild Members to sell their handcrafted work. Members are encouraged to apply. If you are not currently a member, please call our front desk at 972-490-0303 to become one!
- 30% of sales from the Show and Sale will be retained by the Craft Guild to support programming and future special events. Signage during the sale will be transparent to inform customers of this percentage.
- All participants will be expected to follow the rules as presented here. By signing this application, you acknowledge that you understand the terms of the contract and agree to abide by the rules.

### Application Process & Criteria

- This is a juried show. All applicants are required to submit three (3) examples of the type of work they plan to sell in the form of high quality digital photographs in .jpg format emailed directly to [coordinator@craftguildofdallas.com](mailto:coordinator@craftguildofdallas.com). Artists will be chosen by a blind jury and those who plan to sell in more than one medium must submit three (3) photos of each medium.
- Only original works of art created by the individual Craft Guild Member will be accepted. Submitted examples must meet the standard of quality for each medium or technique that is traditionally taught at the Craft Guild of Dallas. The jury will consider the following in their selection of participants: level of craftsmanship, use of materials, and uniqueness. If not chosen by the jury, applicants may have the option to display a select number of pieces in the “Emerging Artists” section.
- The non-refundable application fee is used to cover expenses for the event including advertising, signage, and wrapping materials. In the event an applicant voluntarily chooses to withdraw from the Show, the application fee cannot be refunded.
- *More Questions? Read our FAQs on page 4.*

#### Volunteer for this event!

Email: [coordinator@craftguildofdallas.com](mailto:coordinator@craftguildofdallas.com)

<b>January 4</b>	Applications Available
<b>February 13</b>	Application Deadline
<b>February 19</b>	Participants Notified
<b>March 5</b>	Space & Membership Fee Due
<b>March 5</b>	Artist Packet Pickup
<b>April 9</b>	10 a.m. Training Session OR
<b>April 14</b>	6 p.m. Training Session

**April 14** Set-up: 12 Noon - 8 p.m.

**April 15** Show & Sale: 10 a.m. - 10 p.m.  
Reception: 6 p.m. - 10 p.m.

**April 16** Show & Sale: 10 a.m. - 6 p.m.

**April 17** Show & Sale 11 a.m. – 5 p.m.  
Clean-up: 5:15 p.m. - 6 p.m.

### To apply, please submit:

- ☐ Pages 6 and 7 of this application
  - ☐ A completed W9
  - ☐ Application fee of \$15
  - ☐ 3 digital photos of artwork that represent a cohesive body of your work.
- Please note: Actual samples, printouts, or photo CDs will not be accepted.**

### Submit your application:

In person: Mon.-Fri. 10-6, Sat. 10-5

Email: [info@craftguildofdallas.com](mailto:info@craftguildofdallas.com)

### Submit your photos:

Email: [coordinator@craftguildofdallas.com](mailto:coordinator@craftguildofdallas.com)

Applications must be received by:

**Saturday, February 13<sup>th</sup>, 4 p.m.**

No partial, incomplete, or late applications will be accepted. Due to space restrictions, all media types will have a limited number of spaces available. You will be notified no later than **February 19<sup>th</sup>** regarding your acceptance into the Show and receive further instruction.

**Set-Up, Payment Structure, & Security** Artwork will be exhibited on tables and walls in the Gallery space and in The Store. Each full display table space is a **2'x6' table**. Each full wall space is approximately **9'x9'**. Half spaces are available. Display spaces will be assigned to artists at random and in advance by the Show Committee. Each artist will arrange his or her space to best show off the work, while maintaining a professional look that customers expect in a fine gallery, with a neutral color palette that focuses on the artwork. Tables will be covered in black cloth, but artists can bring their own neutral-themed coverings if they desire. *We ask that you please be considerate of your fellow artists when setting up your table and signs so that it does not pointedly affect any adjoining product or display area.*

**Please see additional notes in the FAQ section regarding display setup.**

The Craft Guild collects all monies during the Sale through a central point of sale set-up. Commission checks, 70% of the artist's sales, are mailed to the artist shortly after the show. The building is secured each day by an alarm before and after Show hours. The Craft Guild, its staff, and volunteers are not responsible for lost, stolen, or damaged merchandise and personal belongings.

**"Best Booth" Award** The "Best Booth" display award which will be judged by an outside source the morning the Show opens. We would like to encourage you to put your best foot forward in creating a display that cohesively shows your product in its best, most professional light. We will have one "Best Booth" winner who will be awarded a Craft Guild gift certificate and 4 recognized runner-ups.

**Work Shifts** The Show & Sale is successful due to the excellent artwork presented by the artists as well as their customer service efforts put forth during the Sale. Exhibition artists are required to work two shifts during the event and Emerging Artists are required to work one shift. Job descriptions include customer service and assistance, wrapping purchases, writing sales tickets, keeping eyes on the gallery floor, etc. Shifts are assigned ahead of time, and we make every effort to meet your first choices of shift times (page 6). *Failure to work all assigned shifts will result in the Craft Guild retaining 50% of sales instead of 30%. We thank you in advance for your time and effort!*

**Publicity** The Show Committee makes every effort to get the word out about this special Craft Guild event. Press releases will be sent to local magazines and newspapers, area arts councils and organizations, online event calendars, etc. If you believe you have a connection we haven't considered, please contact [mediarelations@craftguildofdallas.com](mailto:mediarelations@craftguildofdallas.com). We will also have a robust distribution of Show & Sale postcards.

**Demonstrations** During the show, the studios will be open to the public for demonstrations. The schedule will be managed by Department Chairs and Show Committee, who will be enlisting volunteers.

**The Artist Packet** Artist packets will be available at the Front Desk starting **Saturday, March 5<sup>th</sup>** and will contain the following:

- Postcards: We hope you will hand these out to your friends and family to spread the word!
- Inventory Sheets: These must be filled out and a copy submitted to the office (look for the red binder) during set-up **Thursday, April 14<sup>th</sup>**.

- Price stickers: We will print these for each artist, unless we are otherwise notified. Each item must include the artist code WE assign you, an item number, and price. ***Artists may make their own tags but they MUST use the artist code the Guild assigns to them. Failure to do so could result in the inability of the Guild to attribute the sale of an item to the correct artist and provide them with accurate compensation!***
- Jewelry tags: Artists may request these at the Front Desk when picking up their packet.
- Volunteer work shift assignment and detailed position descriptions with training session dates and times.

## **FAQs**

### **1. Can I have more than one display space (i.e. more than one 2'x6' table or 9'x9' wall space)?**

Due to the large number of applicants to the Craft Guild Show & Sales, we cannot always accommodate requests for additional room beyond a full display spaces. However, if the opportunity arises and you would like to be considered, please check the box in the "Display Space" category requesting an additional space. *This is handled on a first come, first serve basis based on the date your application was received and IS NOT guaranteed.*

### **2. I make 3D pieces and 2D pieces. Do I fill out more than one application? Can I have wall space and table space?**

If you are submitting work to show in different mediums the process will be treated in the following manner: A separate and entirely completed **application for each medium** must be filled out, along with *only one* \$15 application fee. A limited number of table spaces near a wall space *may* be available for glass and/or heavy displays, but are not guaranteed. Additional, smaller wall spaces may be available but will not be known until closer to the Show date.

### **3. What are the guidelines for items being used for display and sign, banner, or poster placement?**

All items, stands, forms, etc. used to display your work that exceed 2 ½ feet in height or requires additional support must be approved by the Show Committee **no later than April 1<sup>st</sup>**. All signs, banners, or posters exceeding 8 ½ " x 11" must also be approved by the Show Committee no later than April 1<sup>st</sup>. The Show committee reserves the right to ask artists to remove any displays and/or signs that have not prior approval. Please inquire if you need additional details after acceptance by emailing: Debora Note at [mediarelations@craftguildodallas.com](mailto:mediarelations@craftguildodallas.com) or Pat Martin at [plmartin@live.com](mailto:plmartin@live.com)

### **4. Can two people split one space?**

Yes. Two participants may split one 2'x6' table space or one 9'x9' wall space for \$30 each. Please note on your application the full name of the person who you will split your space with. Both artists must be accepted by the jury and pay their half of the table space fee by the deadline. One participant can pay for both artists if that is more convenient for you but please make that clear with the front desk when remitting payment.

### **5. As an exhibiting artist, do I need to be set up to take purchases and package my sold items?**

No. The Craft Guild collects all monies during the Show and Sale through a central point of sale set-up. Commission checks, 70% of the artist's sales, are mailed to the artist shortly after the show. *It is important we have your correct address on file via the W-9 you submit.* All purchases are wrapped in the check-out area with materials provided by the Craft Guild.

**6. What is the Emerging Artists Area?**

There are two ways to be a part of the Emerging Artists Area. An applicant can choose to *only* apply to be part of the Emerging Artists group and their work will be judged on suitability for this area OR if an applicant applies for a regular display space but their work is not accepted during the jury review, they may be invited to be part of the Emerging Artists group. Emerging Artists will not be required to pay a table fee and their work will be available for sale at the same 70/30 fee structure. The number of works that can be displayed will be limited to space availability.

**7. Can I stand with my display during the duration of the Show and Sale?**

Due to the number of artists participating, we do not have room for each artist to stand with their display through the duration of the show as is sometimes common in traditional art show venues. We recommend leaving a stack of business cards so your customers can get in touch with you directly after the Show if they choose.

**8. Can I display an item that is different from what I submitted to the jury?**

Items on display should be of the same caliber of quality and media type as the photos that were submitted to the jury. If any pieces do not represent handcrafted work in the medium of acceptance, you may be asked by a member of the Show Committee to remove these items from your space.

**9. Can I mark down my prices during the Show and Sale?**

Please do not make any noticeable changes to the prices of your items. If you wish to change the price for an item during the event, please replace the whole label *AND update your inventory sheet at the front desk*. Discount or “SALE” signs are not permitted.

**10. Can I print my own price stickers if I don't want to use the ones the Guild provides?**

Artists may make their own tags but they MUST use the artist code the Guild assigns to them on all products. *Failure to do so can result in the inability of the Guild to attribute the sale of the item to the correct artist and provide them with accurate compensation!*

**11. Is the Reception open to the public?**

Yes! All hours of the Show & Sale are open to the public and free. Items can be purchased during all hours of the Show & Sale, including the reception on Friday, April 15<sup>th</sup>. We will also have free valet parking, live music, and refreshments.

**Applicant/Artist Information** – please write clearly to ensure timely processing

Please check which applies:		<input type="checkbox"/> Application 1 (or 1 of 2)
		<input type="checkbox"/> Application 2 of 2
Name:	<input type="checkbox"/> My contact info changed within the last year	
Address:	City/State:	Zip:
Phone 1:	Phone 2:	
Email:		

**Media Category & Jury Submission** – select your media and confirm your photo submissions.

<input type="checkbox"/> Clay	<input type="checkbox"/> Book & Paper Arts	<input type="checkbox"/> I emailed my submission photos to <a href="mailto:coordinator@craftguildofdallas.com">coordinator@craftguildofdallas.com</a> <u>Please Note: Actual samples, printouts, scanned images, or photo CD's will not be accepted. JPG format only.</u>
<input type="checkbox"/> Glass	<input type="checkbox"/> Drawing, Painting, Mixed Media, Photography	
<input type="checkbox"/> Textiles	<input type="checkbox"/> Metals Fabrication	
<input type="checkbox"/> Metal Clay	<input type="checkbox"/> Beading and/or Wirework	

**Work Shift Preference Selection** - Select your shift preferences by writing a 1, 2, & 3 in the boxes.

We make every effort to meet your requests. More information on page 3.

Fri. Apr 15	<input type="checkbox"/> 9:45 a.m. – 1:00 p.m.	<input type="checkbox"/> 12:45 p.m. – 4:15 p.m.	<input type="checkbox"/> 4:00 p.m. – 7:15 p.m.	<input type="checkbox"/> 7:00 p.m. – 10:15 p.m.
Sat. Apr 16	<input type="checkbox"/> 9:45 a.m. – 12:45 p.m.	<input type="checkbox"/> 12:30 p.m. – 3:30 p.m.	<input type="checkbox"/> 3:15 p.m. – 6:15 p.m.	<u>CLOSED</u>
Sun Apr 17	<input type="checkbox"/> 10:45 a.m. – 2:15 p.m.	<input type="checkbox"/> 2:00 p.m. – 5:15 p.m.	<u>CLOSED</u>	<u>CLOSED</u>
<input type="checkbox"/> I would prefer my shifts back-to-back <input type="checkbox"/> I am flexible to work any 2 shifts <input type="checkbox"/> I can work more than 2 shifts!				

**Payment 1: Application Fee Payment: Due 2/13/16** - The \$15 non-refundable application fee must accompany your application. If applying via email only, please call the front desk at 972-490-0303 to remit application payment immediately following your submission.

<input type="checkbox"/> Non-refundable application fee - \$15	<input type="checkbox"/> Fee previously paid via an application in additional medium(s)
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Total: \$ _____	<input type="checkbox"/> Payment collected at Front Desk: <b>Date Collected</b> _____ <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Will Call with Payment
<i>Rcvd by: (office use only)</i>	
_____	



**Display Space Request** – to be paid after acceptance by the jury and *due no later than March 5<sup>th</sup>, 2016.*

For _____ medium I am requesting the following space:	<input type="checkbox"/> FULL TBL Table 2'x6' \$60.00	<input type="checkbox"/> HALF TBL Table 2'x3' \$30.00	<input type="checkbox"/> FULL WALL Wall 9'x9' \$60.00	<input type="checkbox"/> HALF WALL Wall 5.5'x5.5' \$30.00
For _____ medium I am requesting the following space:	<input type="checkbox"/> FULL TBL Table 2'x6' \$60.00	<input type="checkbox"/> HALF TBL Table 2'x3' \$30.00	<input type="checkbox"/> FULL WALL Wall 9'x9' \$60.00	<input type="checkbox"/> HALF WALL Wall 5.5'x5.5' \$30.00
<input type="checkbox"/> Applying for Emerging Artist Space Only*		<input type="checkbox"/> No Fee – Works that can be displayed will be limited to space availability.		
<input type="checkbox"/> Name of additional applicant <b>AND</b> type of medium showing if sharing a space: _____				
<input type="checkbox"/> <b>Specify request for additional table or wall space:</b> _____ *If additional spaces are available you will be notified for immediate payment. This request is on a first come, first serve basis based on the date your application is received and <b>IS NOT GUARANTEED</b> . You will be notified regarding availability ASAP.				
<input type="checkbox"/> Request for electricity is extremely limited and handled on a first come, first serve basis.				

**Payment 2: Space Payment AND Membership Fees due 3/5/16 (OFFICE USE ONLY)** To participate in a Craft Guild Show & Sale, you must be a current member. Payment of the full 2016 membership dues of \$60 is requested upon acceptance and must accompany your space fee (if it has not already been received) no later than the deadline of March 5<sup>th</sup>, 2016. Membership is nonrefundable.

<input type="checkbox"/> Current Member  <input type="checkbox"/> Membership Due: \$60  Space Fee: _____	<b>TOTAL AMOUNT DUE:</b> _____ <i>Rcvd by: (office use only)</i> _____	<input type="checkbox"/> Payment collected at Front Desk. <b>Date collected</b> _____  <input type="checkbox"/> Check Enclosed  <input type="checkbox"/> Will Call with Payment
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**Acceptance Requirements – Please check only ONE option**

<input type="checkbox"/>	If my work is not chosen for an individual space, I <b><u>do not</u></b> want to be considered for the Emerging Artists area.
<input type="checkbox"/>	If my work is not chosen for an individual space, I <b><u>do</u></b> want to be considered for the Emerging Artists area.
<input type="checkbox"/>	I am applying for inclusion <b><u>only</u></b> into the Emerging Artists area and understand if I am not chosen, that my application fee will not be refunded.

**Terms and Agreements (please read carefully and sign below)**

- ☐ I have read pages 1-7 of this application in detail, including the revised FAQ section, fully understand, and agree to the policies and firm deadlines of the Spring 2016 Craft Guild Show and Sale. I understand membership dues and application fees are non-refundable and that submitting this application does not guarantee my acceptance into the Spring 2016 Craft Guild Show and Sale.
- ☐ I understand and agree that the Guild, its staff, and volunteers, cannot be held responsible for lost, stolen, or damaged items and personal belongings and that the Craft Guild makes every effort to maintain the highest level of security during the Show & Sale.

Name: \_\_\_\_\_

Date: \_\_\_\_\_