

31st Annual Women's Building Celebration of Craftswomen
San Francisco's Largest Women's Craft Fair
November 28-29 & Dec 5-6 2009

Exhibitor Application (Deadline is June 5th)

Please fill out all of the information below (* Required Fields)

Please print & return completed application, bio & photographs to:

Celebration of Craftswomen
C/o Teevan Productions
1557-15th Avenue
San Francisco, CA 94122
FAX 415-731-6794

1. Contact Information:

*First Name _____
*Last Name _____
*Business Name _____
*Mailing Address _____
*State, City, Zip _____
*Phone Day/Mobile _____
*Fax _____
CA Resale ID (You will need to provide prior to show)
Website _____
*Email _____

2. Payment Information

To apply, you must pay a \$25 application fee & \$200 Booth Deposit. Booth Deposit check or credit card payment will be processed 2 weeks after we send a written notification of acceptance, no earlier than July 15th.

*Payment Method: ___ Check ___ VISA ___ MC (check one)

If paying by Credit Card, please provide the following:

Credit Card # _____
Exp. Date _____
Security Code (three digits next to signature on back of card) _____
Billing address (if different from above) _____
City _____
State _____
Zip _____
Phone (on billing statement) _____

3. Booth Size & Preference/ Prices are per weekend

The first dimension indicates the front of the booth

- 10x6 Single Space: \$365
- 10x6 Corner: \$425
- 10x8 Single Space: \$455
- 10 x 8 Corner: \$530
- 10 x 8 Three Sided: \$600
- Double Booth (price depends on Booth Size)

I wish to share a booth with _____

4. Weekend Preference

- Both Weekends
- 1st Weekend (Nov 28-29)
- 2nd Weekend (Dec 5-6)
- Either Weekend

5. **(OPTIONAL)** The Celebration of Craftswomen tries to be as diverse as the Community we represent. In 2008 the diversity figures for our target categories were 3% African American, 25% Asian, 7% Latina, 5% Middle Eastern, 3% Native American, 1% Pacific Islander, 5% Differently Abled, 5% Lesbian, 10% bisexual, and 7% single mothers. Please help us keep improving our diversity by checking all those that apply:

- African American – *target category**
- Asian American – *target category*
- Caucasian
- Latina – *target category*
- Middle Eastern – *target category*
- Native American – *target category*
- Pacific Islander – *target category*
- Other _____

- Differently Abled – *target category*
- Lesbian – *target category*
- Bisexual – *target category*
- Single Mother with Dependent child under 18 – *target category*
- Transgender

- Age
- Under 18
- 18-25
- 25-35
- 35-45
- 45-55
- 55-66
- 65-75
- over 75

* In the case where the work of two artists is comparable and only one can be accepted to the show - preference will be given to an artist in one of our target diversity categories.

6. Categories

You may check more than one subcategory per application

If you wish to apply in two MAIN categories, please fill out a second application, and indicate which category is your Primary Category

Ceramics

Functional

Non-Functional

Children's

Fiber (You must include a photograph of ALL items you are planning to sell at the fair, especially any scarves, hats, or purses/bags.)

Felt

Painted Silk

Woven

Wearable Accessories

- Hats
- scarves
- gloves
- socks
- belts
- **purses/bags**
- other

Sewn Clothing

Home Accessories

Needlework

Knit/Crochet

Recycled Fiber

Other _____

Fine Art

Photography

Painting/Graphics

Handmade Cards

Painted Items

Paper

Sculpture (includes all sculptural media)

Mixed Media

Other Fine Art _____

Jewelry – (We do not accept work that is strictly assemblage. You must make some of the component parts.)

- PMC/Art Metal Clay
- Glass
- Enamel
- Polymer
- Precious Metal
- Other metal
- Other

- Leather**
- Glass**
- Wood**
- Metal – Functional**
- Other** _____

My Primary Category is _____

For the following categories, you must apply by mail & submit samples for the jury with your booth photo & studio photo.

- Soap/Body Care**
- Gourmet Food**

- 7. Price Range of your work** _____
Price Range of your bestselling items _____
Please describe _____

LOWER-PRICED ITEMS – if you intend to sell lower-priced items or “sale” items they may not comprise more than 5% of your displayed stock. A snapshot of this work must accompany your application. Placement of these sale items should be toward the back of your booth. Small and tasteful signage only please.

Having lower-priced items included in your application will not adversely affect your chances of acceptance.

- 8. I hereby certify the work I am submitting is solely of my own design and creation, and that it conforms to the restrictions outlined in this application for this event. I have read the entire application and accept all rules and agree to all terms. (insert box)**
Signature _____ **Date** _____

9. PAYMENT AND FEES:

Charges to your credit card will include a \$25 application fee (non-refundable). If accepted, a booth deposit of \$200 will also be charged to your card after July 15th. After you have received a notification of your acceptance, there will be a two week grace period during which, you may withdrawal without penalty. After the “two-week” grace period your booth deposit will be non-refundable. Your \$25.00 application fee is non-refundable.

If you are mailing payment, send TWO separate checks, one for the Application fee (\$25) & one for the Booth Deposit (\$200).

Formal notifications will be sent in late July. The balance of your booth fees will be due September 1st, 2009

Upon acceptance you will be required to become a member of The Women's Building at a discounted fee of \$20.00.

For more information, please contact Teevan Productions at 415-731-5539

- 10. Checklist: please ensure that the following are included in your application. Incomplete applications will not be juried.**
- a. Completed Application**
 - b. One 4x6 photo of your booth**
 - c. One 4x6 photo of you working in your studio**
 - d. At least 4 photos of your work, labeled with your name, technique, medium, category, size & price on the back. Be sure to include photos of each price point you intend to sell. You may send in more than 4 photos of your work if necessary**
 - e. Self addressed, stamped envelope for the return of your photos.**
 - f. Biography**
 - g. If you are applying in Gourmet Food, Candles or Soap/Body Care, be sure to include samples in your application kit.**
 - h. Two checks, one for \$25 (app fee), one for \$200 (Booth Deposit, to be cashed upon acceptance, no earlier than July 15th)**

The 31st Annual Women's Building Celebration of Craftswomen Guidelines and Policies for Participation

Compiled by the Celebration of Craftswomen Committee:

Dotty Calabrese, Paula Chang, Eileen P. Goldenberg, Flo Hoylman, Carol Mortensen, Waka Ozawa, Judy Stone, Jayne Thomas

Please read these guidelines and policies and make a copy of them for your records. If accepted, you will be asked to sign this form and return it with your payment.

- **ORIGIN OF THE WORK** - Craftswomen participating in the fair must not only be the designers of the work displayed, but must also be involved in the production of the work. All of the work should be produced in the United States.
- **PARTICIPATION AT THE SHOW** - The creator, or accepted craftswomen of the work, must be present at the fair and promoting their work in their booth throughout each day of the event. We want all participants to exhibit only handmade work, maintaining the high quality of this event. Numbered and signed editions may be shown. Commercial reproductions should make up no more than 25% of your display. If allowed, your second category should be less than 50% of your booth space.
- **UNACCEPTABLE** -Work produced by men, imports and work produced by kits or commercial molds are unacceptable at the fair. (Work from original molds is allowed.) If you display work that has not been approved by the Jury or Craft Committee, you will be asked to remove those items.
- **WOMEN EXCLUSIVITY** - This show has built its reputation by being the only show in Northern California exclusively for women artists. Men are welcome to assist the artist in loading in, setting up and breaking down the booth. We ask that men do NOT help sell items during the fair and that only the artist sell her items. Please, no male helpers sitting/standing in your booth during the show. It gives the impression that they are part of your sales staff at this show. (Obviously, there will be male customers sitting or standing in your booth from time to time.) We have found that our attendee's enjoy purchasing work directly from the artist who created the work. We have also found that customers assume that if a man is present – he must be the artist. If a “sales assistant” is absolutely necessary we ask that the assistant be female in keeping with the all women nature of the show.
- **PRICING** - This show has a reputation as being a “higher-end” show where work at a higher price point can be found. We encourage you to price your work at its true value – taking into consideration the cost of your materials

and the time you spend creating it. Pricing your work too low – undercuts the other artists and creates unfair competition. The jury will evaluate your pricing structure in determining your acceptance to the show.

- **JURY** - The show is juried by a group of 16 craftswomen The Craft Committee selects a jury of three qualified women in each of our four major categories, plus an alternate for each category (Fiber, Jewelry, Fine Art, Clay/Glass,). The jury is selected via an application process. Qualified applicants are selected based on their work in a specific medium and experience in their craft. Jury members may serve up to a two year term. It is the goal of the Craft Committee to routinely select new jury members.
- **OUT OF STATE ARTISTS** - In determining whether an artist is accepted for one or two weekends - preference will NOT necessarily be given to artists who are coming from out of state.
- **CRAFT FAIR COMMITTEE & JURY MEMBERS** who are serving in the current year will be automatically accepted into the show and given preference for booth locations. Prior committee members or jury members NOT serving in the current year will NOT be automatically accepted and will be juried along with all other applicants for that year. Acceptance to the show is contingent upon the evaluation of the jury.

The cancellation policy for this event is as follows:

In order to apply you must submit both a non-refundable application fee of \$25.00 AND a booth deposit fee of \$200.00. You will receive a written notification of your acceptance. After you have received a notification of your acceptance, there will be a two week grace period during which, you may withdrawal without penalty. After the “two-week” grace period your booth deposit will be non-refundable. Your \$25.00 application fee remains non-refundable.

Formal notifications will be sent in late July. The balance of your booth fees will be due September 1st, 2009

Two weeks after your formal acceptance your booth deposit fee will be non-refundable.

If you need to withdrawal after September 1st your booth fees, over and above your deposit may be returned to you as long as we are able to fill your space in the show.

Upon acceptance you will be required to become a member of The Women’s Building at a discounted fee of \$20.00.

Booth fee payments must be received by **September 1, 2009**. Payment received past the deadline may cause forfeit of your space at this year's event.

I hereby certify that that I have read the above policies and guidelines and that the information provided on my application is accurate and truthful. I will follow the policies set by The Women's Building Celebration of Craftswomen in order to participate. I hereby certify that the work which I submitted is of my own design and creation. I also understand that if the Craft Committee finds that I have not complied with the guidelines that I may be asked to leave the show - forfeiting all fees and payments.

Signed: _____

Date: _____

Please fax or mail this form with your payment form to:

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