



You are invited to apply for the 10th annual Ludington Arts Center Holiday Craft Show to be held indoors at the Center, 107 S. Harrison St., on Saturday, Nov. 24, 2018.

This year's Thanksgiving weekend show features:

- Emphasis on handmade crafts
- Resale Shoppe
- Arts Center Gift Shop open
- Lunch order/delivery service for crafters/artists

We will do everything possible to make this a successful day for you with publicity in area newspapers, radio, area online calendars, outdoor signs and store posters.

*** There will be other special holiday weekend events occurring on this date in Ludington including Small Business Saturday events to encourage people to "shop local and downtown" and the annual Ludington Aglow on the Avenue pre-parade activities and Christmas parade in the early evening, also in downtown Ludington.

Show date and times: Saturday, Nov. 24 from 10 a.m. to 4 p.m.

- Set-up times: Friday, Nov. 23 from 12 p.m. to 6 p.m. & Saturday, Nov. 24 from 8 a.m.-9:30 a.m.
- Take-down times: Saturday, Nov. 24 from 4 to 6 p.m.
- Because of limited parking space, we ask that you unload your vehicle as quickly as possible and move it to the designated parking area BEFORE you set up your display.

Booth/table spaces: Members of Ludington Area Center for the Arts pay a reduced price for booth and table spaces. Information about LACA memberships may be found at <http://www.ludingtonartscenter.org/getinvolved/becomeamember> or call the Arts Center office 231-845-2787.

Spaces in the Main Floor Gallery are;

Booth space: 8' x 8' @ \$60 (\$50 LACA member) (limit of 1 space). Must provide your own tables.

Booth space: 8' x 12' @ \$90 (\$75 LACA member) (limit of 1 space). Must provide your own tables.

Table: 8' table @ \$35 (\$30 LACA member) (1 table provided).

Table: 6' table @ \$30 (\$25 LACA member) (1 table provided).

NOTE: When renting a table, please keep in mind that all items must be displayed on the table. There is not room behind the table for additional displays; there is only room for a chair behind the table. If you need more display area, then you should consider renting a booth space.

Spaces Downstairs & in Upper Lobby require navigating 8 steps with your equipment and inventory.

Booth space (one available): downstairs classroom, 10'x10' @ \$50 (\$40 LACA member). \$_____

Booth space (one available): upper lobby area, 8'x13' @ \$50 (\$40 LACA member). \$_____

NOTE: If renting the downstairs or the upper lobby booth space, 2 6-foot tables may be included at no extra charge.

Do you need tables for this booth space? Yes___ No___ How many? 1___ 2___

Table (6-foot table provided): downstairs classroom or upper lobby @ \$25 each table (\$20 LACA member).

NOTE: There is a limit of 2 six-foot tables per crafter. How many? 1 table___ 2 tables___ Total amount \$_____

Electricity is available for all spaces @ \$5.00. Artists and crafters must provide their own heavy-duty extension cord.

Exhibitor Amenities:

Two chairs are provided for each space at no extra charge.

Complimentary coffee and doughnut/muffin will be provided to exhibitors Saturday morning PRIOR to 10am.

Lunch will be available for purchase from a local sandwich business; the order & delivery service will be provided by Arts Center volunteers. The sandwich menu will be emailed out to exhibitors prior to the craft show.

More Information:

- Wireless is available on-site at no charge; ask for the password.
- The artist/crafter themselves must be present during the show; **no representatives** are allowed.
- Admission is by donation (\$1.00 is suggested).
- The art center's Gift Shop, will be open for sales during craft show hours.
- Art Center volunteers will operate a "Resale Shoppe" area in the Performance Hall during the craft show.
- Accepted artists/crafters are committed to remain for the entire show. There will be NO early pickups. Please refrain from all early pickup including removal of extra stock and bringing in packing boxes prior to the 4pm closing.
- Each artist/crafter must provide all materials for their own display. Tables must be tastefully covered and all storage units must be well-hidden under the tables or covered neatly. If renting an Arts Center table, you must provide your own table coverings.
- Booths cannot extend beyond the listed booth size. The use of outdoor booth canopies/tents (EZ-Ups, for example) are not allowed as part of a display unit.
- Booth fees are non-refundable and non-transferable.
- Open flames are not allowed under any circumstances.
- Smoking is prohibited inside the Center building and on the Center building grounds.

Applications:

- **SHOULD be postmarked by: Sept. 30, 2018. The deadline is Sept. 30 or when full after that date.**
- The selection committee will meet Oct. 1-15 and notification will be sent by Oct. 15. The committee reviews all applicants, and spaces are assigned based on photographic representation. The committee reserves the right to refuse an artisan if items do not meet the criteria. The committee also reserves the right to limit entries in any one category to maintain a balanced show. Once categories are filled, a waiting list will be kept. If not selected for this show, a full refund will be made.
- No refunds will be made for inclement weather.
- Applicants should include 3 photos of works and 1 photo of display, and a self-addressed stamped envelope for written confirmation. Photos will be returned the day of the show. On the application, we ask that you sign permission for us to use your photos submitted as well as any photos taken during the event for show publicity.
- All items must be handmade and of good quality. There will be no resale items.
- No applications will be taken by telephone.
- A \$35.00 return check fee will be charged in addition to the original check amount.
- All artists/crafters are responsible for paying any sales taxes they may owe. They will be expected to enter their sales tax number upon sign-in at the show. (If you make retail sales at only one or two events in Michigan per year you may complete the *Concessionaire's Sales Tax Return and Payment*. (This must be filed within 3 days of completion of the event). **As a courtesy to you, we will provide you with a copy of the necessary form in your packet.**
- Ludington Area Center for the Arts, Ludington Area Arts Council, its members and volunteers are not responsible for injury, loss or damage to goods and property or legal action sustained by the artisan and/or their representative while on the premises per this agreement.

* * *

Please complete the attached application if you are interested in participating in this show.

If you have questions or would like more information, contact:

Marion Riedl (event chair): 231-510-0828 or artcraftshows@ludingtonartscenter.org.

Ludington Area Center for the Arts, 107 S. Harrison St., 231-845-2787 info@ludingtonartscenter.org

Ludington Arts Center Holiday Craft Show

Saturday, Nov.24, 2018 from 10 a.m. to 4 p.m.

APPLICATION

Artist/Crafter Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____ Cell phone: _____

Email: _____ Sales tax number: _____

Please include or email 3 photos of your art/craft works to artcraftshows@ludingtonartscenter.org for LACA publicity.

Please include a brief (3 sentence) description of your craft/art to be used for LACA publicity for the craft show.

BOOTH/ DISPLAY SPACES Please indicate your preference (#1 & #2). for space LACA members receive reduced space rates. Information about LACA membership may be found at <http://www.ludingtonartscenter.org/getinvolved/becomeamember> or call the Arts Center office 231-845-2787. PLEASE use separate checks for membership and craft show application.

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NOTE: There is a limit of 2 six-foot tables per crafter. How many? 1 table ___ 2 tables ___ Total amount \$ _____

ADDITIONAL: Electricity \$5.00 _____ You must provide own heavy-duty extension cord

TOTAL ENCLOSED \$ _____ Payable to Ludington Area Center for the Arts (LACA)

By signing this application, I confirm that my entries are handmade and that I agree to abide by the rules of the show. I have read and understand the requirements for participating in the Holiday Craft Show and understand that failure to follow these regulations may result in the expulsion from this year's show, and/or from future shows at the sole discretion of the Ludington Area Center for the Arts. I understand that I am committed to remain for the entire show and will not begin packup or stock removal before 4pm. I give permission for photos submitted by me or taken of my display at the event to be used to publicize this or future events.

Signature _____ **Date** _____

CHECKLIST

- _____ Completed application
- _____ Check/money order payable to Ludington Area Center for the Arts
- _____ 3 photos of work and 1 photo of display (Photos will be returned day of show)
- _____ Self-addressed stamped envelope for written confirmation

SEND APPLICATION TO: (Applications should be postmarked by Sept. 30, 2018)

Ludington Area Center for the Arts, ATTN: Holiday Craft Show, 107 S. Harrison St., Ludington, MI 49431.

Decisions will be made and notifications sent no later than Oct. 15, 2018.

QUESTIONS?? CALL: Marion Riedl 231-510-0828; email artcraftshows@ludingtonartscenter.org

Or Ludington Area Center for the Arts 231-845-2787 info@ludingtonartscenter.org