



## INVITATION

**You are invited to apply to the 6th annual Maritime Magic Arts/Crafts Show to be held indoors at the Ludington Area Center for the Arts, 107 S. Harrison St., on Saturday, June 2, 2018.**

Handmade arts and crafts with maritime or Michigan-specific themes will be featured, but the craft show will not be limited to those themes.

We will provide publicity in area media, Chamber calendar, area event calendars and outdoor street signage.

**Show date and time: Saturday, June 2, 2018 from 9 a.m. to 3 p.m.**

- Set-up times: Friday, June 1, from 12 noon-6 p.m. and Saturday, June 2 from 7:30 a.m.-8:30 a.m.
- Take-down times: Saturday, June 2, from 3 to 5 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 <https://www.ludingtonartscenter.org/membership.html> or call the Arts Center office 231-845-2787. Three levels of the facility are used: Main floor gallery (no steps), downstairs classroom & hall (8 steps down) and upper lobby area at rear of Performance Hall (8 steps up).

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

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

**NOTE:** An exhibitor may rent one 8-foot table AND one 6-foot table placed end-to-end for \$65 (\$55 LACA member).

### **Spaces upstairs and downstairs areas are:**

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 upper lobby booth space, 2 tables may be included at no extra charge

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

**NOTE:** There is a limit of 2 six-foot tables per exhibitor.

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 9am.

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 (yard sale) 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 3pm 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.
- 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:

- MUST be postmarked by: April 1, 2018.
- The selection committee will meet and notifications will be sent out no later than April 15. The committee reviews all applicants, and spaces are assigned based on photographic representation. The committee reserves the right to refuse an artist/crafter 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, your payment submitted will be returned to you.
- No refunds will be made for inclement weather.
- Applicants must 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. We ask that you sign permission on the application form to allow us to use your photos submitted as well as any photos taken during the event for publicity for the show.
- 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 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 on their application. (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 artist/crafter and/or their representative while on the premises per this agreement.

Questions? More information? Contact:

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

Ludington Area Center for the Arts, 107 S. Harrison St., 231-845-2787/email: [info@ludingtonartscenter.org](mailto:info@ludingtonartscenter.org)

**If interested in participating in this show, please complete the enclosed application.**

# Maritime Magic Arts/Crafts Show

Indoors at Ludington Area Center for the Arts, 107 S. Harrison St., Ludington

Saturday, June 2, 2018 from 9 a.m. to 3 p.m.

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](mailto:artcraftshows@ludingtonartscenter.org) for LACA publicity.

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

**BOOTH/ DISPLAY SPACES** Please indicate your preference of space. LACA members receive reduced space rates.

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

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

**NOTE:** An exhibitor may rent one 8-foot table AND one 6-foot table placed end-to-end.

## Spaces downstairs and upstairs are:

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 upper lobby booth space, 2 6-foot tables may be included at no extra charge.

Do you need tables for your booth space? Yes \_\_\_ No \_\_\_ How many? 1 \_\_\_ 2 \_\_\_

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

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

**ADDITIONAL:** Electricity \$5.00 \_\_\_\_\_ Must provide own heavy-duty extension cord

**TOTAL ENCLOSED** \$ \_\_\_\_\_ Payable to **Ludington Area Center for the Arts**

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 Maritime Magic Arts/Crafts 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 3pm. 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

**APPLICATION deadline: Postmarked by April 1, 2018.** A wait list will be maintained after the deadline to fill available openings.

**SEND APPLICATION TO:** Ludington Area Center for the Arts, ATTN: Maritime Magic Arts/Crafts Show, 107 S. Harrison St., Ludington, MI, 49431. Decisions will be made and notifications will be sent to exhibitors no later than April 15, 2018.

**QUESTIONS?? CONTACT:** Marion Riedl 231-510-0828 or email: [artcraftshows@ludingtonartscenter.org](mailto:artcraftshows@ludingtonartscenter.org)

Or Ludington Area Center for the Arts 231-845-2787, email: [info@ludingtonartscenter.org](mailto:info@ludingtonartscenter.org)

**How did you hear about this show?** Please be specific \_\_\_\_\_