

# CALL FOR ENTRIES

*Located in a historic former elementary school, the Winter Festival and Crafts Fair features more than 115 crafts vendors, continuous live entertainment and scrumptious food and baked goods. This two day event has gained an impressive reputation as THE place to shop for holiday gifts and regularly attracts 4,000 - 5,000 customers over the course of the weekend.*

## December 6 & 7, 2008

# WINTER FESTIVAL *and crafts fair*

### WHERE:

Phinney Neighborhood Center  
6532 Phinney Ave. N.  
Seattle, WA 98103  
[www.phinneycenter.org](http://www.phinneycenter.org)

## Tips for Crafters

- ◆ Read **How to Apply** carefully. Each year applications arrive without prices or with more pages than our jury can view. That leaves the selection of what the jury sees up to the coordinator and not the artist as it should be.
- ◆ Jury awards points for the following categories: Quality, Originality/Uniqueness and Price. **Make sure your presentation pages address each of these considerations.**
- ◆ Your presentation will be scrutinized to ensure that only individually handcrafted items are accepted. Applications that appear to include imports, manufactured items or kit jewelry will not be considered.
- ◆ It is worth the effort to take good photos of your work and put some thought into your presentation pages. They are the only thing jurors will see of your work. Do not assume jurors will know your work as a past vendor.
- ◆ If you are not primarily a jeweler, including jewelry may detract from your other crafts and reduce your chance of selection, due to the high level of quality and competition in this category.
- ◆ The most successful vendors offer related items at a range of prices, including something below \$20. A single-item vendor, or one relying on big-ticket items only, may be disappointed with sales.

## APPLICATIONS DUE AUGUST 20, 2008

**HOW TO APPLY** - Application deadline is **August 20**. Packets received after this date will be screened on a space-available basis.

Our application format is slightly different than some fairs but we feel it allows the jurors to get a better sense of the style and personality of the artist and leads to a more varied selection of crafts.

**You must definitely include the following:**

- one or two 8 1/2" X 11" pages depicting a sampling of your work  
(*If more than 2 pages are sent, pages are chosen randomly for jurying.*)
- the price range of your work (I can't stress this one enough!)

Presentation pages should be single-sided only. **NO** slides, loose photos or samples will be accepted. If you have two distinct types of crafts (i.e., candles and jewelry), please use a separate sheet for each craft type, if possible (two pages total). These pages may include photos, color copies, drawings, text or whatever best represents your work. Some close-up photos of your work are appreciated. You may also include a brief description of unique and/or special qualities your photos may not convey. **All information must be on two pages.**

All work must be **handcrafted** - original in conception, design and execution. No imports, manufactured or kit jewelry or commercially prepared merchandise is eligible for exhibit or sale. If any portion of your item is manufactured, the jury will take this into consideration.

Jurors are comprised of past shoppers of the event and experienced artists. Consideration of the craft's uniqueness, price range, quality and appropriateness to our event will be considered. To provide balance and variety, there will be limits in specific categories. Some credit will be given to PNA members and past participants; however, previous participation is **NOT** a guarantee of acceptance. Acceptance notification will be mailed by the middle of September. Presentation pages may be picked up after September 30th.

**APPLICATION CHECKLIST**

- Completed Application. *Bottom half of flyer only.*
- Two 8 1/2" x 11" Presentation Pages. Include name, prices and photo** and brief written description. *Single-sided.*
- Copy of City of Seattle Business License or \$10 Temporary License Fee.
- Legal Size Self-Addressed, Stamped Envelope.
- Separate Check for Jurying Fee.
- Check for Exhibit Fees (*booth, table rental, temporary license*).

**FEES & DETAILS**

A non-refundable jurying fee must be submitted with each application. The fee is \$15 for entries received before August 20th, and \$25 thereafter. A separate check for this fee is required.

Booth fees are the same for all areas of both buildings. Small booth spaces (6' wide x 5' deep) are \$140. Large booth spaces (8' wide x 5' deep) are \$180. Double spaces (12' wide x 5' deep, 10' x 6' or L-shaped) are \$280. Large and double spaces are limited: if you request a large or double space, you may be reassigned to a small space and refunded the difference. Tables may be rented for \$12-15 each (6'-8' x 30").

All fees (including license fees described below) must be submitted with your application. All exhibit fees (booth, table, license) will be returned to any vendor not accepted. In the event of vendor cancellation before November 5, exhibit fees minus a \$25 processing fee will be returned. After November 5, we will refund 50% of the exhibit fees only if we are able to fill your space.

Electricity - This is an old building and providing power has been an issue in recent years. We ask that no videos be used and flood lighting be kept to a minimum. If there is a fuse problem at the event, we may ask all vendors in affected area to reduce their lighting.

Display Racks - If your displays are more than 4' tall and solid (vs. open shelving) you will be placed against the wall in most rooms. Please list your display height and preference and we will do our best to accommodate you.

**LICENSES**

The City of Seattle requires each vendor to have a **CURRENT** Seattle business license. A copy must accompany this application. Out-of-town vendors may purchase a temporary permit for \$10 for the weekend.

**QUESTIONS?**

Call the Winter Festival Coordinator at (206) 783-2244 or send an email to [lisa@phinneycenter.org](mailto:lisa@phinneycenter.org).

Make checks payable to:

Phinney Neighborhood Association

Mail complete application with presentation pages and payment to:

Winter Festival Coordinator

6532 Phinney Ave. N.

Seattle, WA 98103



PNA WINTER FESTIVAL 2008  
**APPLICATION DUE AUGUST 20, 2008**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*If this is a shared booth, please list one contact name only.*

Trade Name (if any) \_\_\_\_\_

Email \_\_\_\_\_

Web address (if any) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Craft Description (specific and succinct, please) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Medium/Materials \_\_\_\_\_

Price Range of Goods \_\_\_\_\_

Notes if necessary \_\_\_\_\_  
 \_\_\_\_\_

Have you exhibited here before?  yes  no  
 If yes, which years did you exhibit? \_\_\_\_\_

Are you a PNA member?  yes  no

- |   |   |
|---|---|
| <input type="checkbox"/> I would like to become a member at this time | <input type="checkbox"/> Individual \$30-99 |
|   | <input type="checkbox"/> Household \$40-99  |
|   | <input type="checkbox"/> Business \$55-99   |

**BOOTH SPACE**

- Small (6' wide x 5' deep) \$140
- Large (8' wide x 5' deep) \$180
- Double (May be 12' W x 5' D, 10' x 6' or L-shaped. Please indicate if your structure requires a specific size) \$280

Is electricity essential?  
 (See Entry Instructions)  
 yes  no

Do you use display racks over 4' high?  
 (See Entry Instructions)  
 yes  no

Please place against the wall  
 yes  doesn't matter

Same location as last year if possible?  
 yes  no

Indicate preferred location *(We'll do our best to honor your booth preference.)*  
 \_\_\_\_\_

**LICENSES**

All vendors must send \$10 or a copy of their current City of Seattle Business License (**NOT** your Washington State UBI#).

**VENDOR AGREEMENT**

The undersigned agrees to hold harmless all employees and volunteers of the Phinney Neighborhood Center and the officers and directors of its sponsoring agency, the Phinney Neighborhood Association, from and against any and all liability which may occur to the undersigned, and/or from loss or damage of goods, person, or personal effects as a result of participation in the Winter Festival and Crafts Fair, and/or occurring during the course of the event itself on December 6 and 7, 2008.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TABLE**

- I will bring my own table/display.
- Please provide a table for me.  
*Table and booth sizes must match.*
  - Small (6' x 30") \$12
  - Large (8' x 30") \$15

**FEES**

Booth Space  
 \$140 Small  
 \$180 Large  
 \$280 Double \$ \_\_\_\_\_

Table Rental  
 \$12 or \$15 \$ \_\_\_\_\_

Event License  
 \$10 Temporary License  
*Available to out-of-town vendors*

Copy of City License enclosed  
**License #** \_\_\_\_\_

**Total Exhibit Fees** \$ \_\_\_\_\_

**Jurying Fee** - Separate Check  
 \$15 before 8/20 \$ \_\_\_\_\_  
 (\$25 after 8/20)

#08- _____	License _____	Accepted ___ Not Accepted ___ Alternate ___
Date Received _____	Jury fee ___ Booth fee ___ Lic. fee ___ Tbl ___	Booth Room _____ Table _____
Category #1 _____	Notes _____	Booth Size _____
Category #2 _____	_____	Notes _____