

ENTRY INSTRUCTIONS/FAQ:

What type of crafts can apply?

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.

How is jurying conducted?

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. Some credit will be given to PNA members and past participants; however previous participation is **NOT** a guarantee of acceptance.

When will I be notified of acceptance?

Acceptance notification will be mailed by the middle of September. Presentation pages for those not accepted may be picked up after Sept 30th.

Business license and taxes?

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. All applicants are responsible for their own tax filing

TIPS regarding presentation pages:

- One or two 8 1/2" X 11" pages

Presentation pages should be single-sided only. **NO** slides, loose photos or samples will be accepted. 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 materials, unique and/or special qualities your photos may not convey. **All information must be on these two pages, they are all the jury will see!**

- Show your prices!! (I can't stress this one enough!)

It is best to indicate at least some individual prices as well as over all range.

Additional information:

To provide balance and variety, there will be limits in specific categories. Jewelry especially is a very competitive category.

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. Do not assume jurors will know your work as a past vendor.

The most successful vendors offer related items at a range of prices, including something below \$25.

APPLICATION DUE AUGUST 18, 2017

FEES & DETAILS

A non-refundable jurying fee must be submitted with each application. The fee is \$20.

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 \$175. Large booth spaces (8' wide x 5' deep) are \$225. Double spaces (12' wide x 5' deep, 10' x 6' or L-shaped) are \$350. 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 \$15-30 each (6'-8' x 30").

All fees 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 3rd, exhibit fees minus a \$25 processing fee will be returned. After November 3rd, we will refund 50% of the exhibit fees only if we are able to fill your space.

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.

Include the following with your application:

- Completed Application.
- Two 8 1/2" x 11" Presentation Pages. *Single-sided.***
Include name, prices and photo and brief written description.
- Copy of City of Seattle Business License or \$10 Temporary License Fee.
- Legal Size Self-Addressed, Stamped Envelope.
- Separate Check for Jurying Fee.
- Checks for Jury Fee, Exhibit Fees (*and membership if desired*).

APPLICATION DUE AT PHINNEY CENTER BY AUGUST 18, 2017, 9PM

QUESTIONS?

Call the Winter Festival Coordinator at (206) 783-2244 or send an email to jessieh@phinneycenter.org.

ADDITIONAL INFORMATION REGARDING THE EVENT CAN BE FOUND AT www.phinneycenter.org/winterfestival

PNA-WINTER FESTIVAL & CRAFTS FAIR

APPLICATION DUE AUGUST 18, 2017

Business Name (if any) _____

Name _____ Phone _____

If this is a shared booth, please list one contact name only.

Address _____

City _____ State _____ Zip _____

Email _____

Web address (if any) _____

Have you applied here before? yes no

Craft Description (use last years) _____

BOOTH INFORMATION

Same location as last year if possible? yes no

If not, where is your preference? _____

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

Is electricity essential? essential preferred not-needed

Please place against the wall essential preferred not-needed

MEMBERSHIP

Are you a PNA member? yes no

- | | |
|---|--|
| <input type="checkbox"/> I would like to become/renew at this time - Include separate check made out to PNA | <input type="checkbox"/> Individual \$35 |
| | <input type="checkbox"/> Household \$60 |
| | <input type="checkbox"/> Business \$150 |
| | <input type="checkbox"/> Nonprofit \$75 |

FEES

Jurying Fee - \$20 \$ _____
Separate Check

Booth Space \$ _____

- Small (6' wide x 5' deep) \$175
- Large (8' wide x 5' deep) \$225
- Double \$350

(May be 12' W x 5' D, 10' x 6' or L-shaped.
Please circle if you have a preference,

Table Rental (optional) \$ _____

- Small (6' x 30") \$15
- Large (8' x 30") \$30

City License Number # _____

- Copy of City License enclosed

- \$10 Temporary License \$ _____
Available to out-of-town vendors only

Total Exhibit Fees \$ _____

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 2nd and 3rd, 2017

Signature _____ Date _____

Application # - _____	Jury fee __ Booth fee __ Table fee __ Lic. fee __	Accepted __ Not Accepted __ Alternate __
Date Received _____	License included _____	Booth Room _____ Table _____
Category #1 _____	Notes _____	Booth Size _____
Category #2 _____		Notes _____