



26th ANNUAL ART AND CRAFT FESTIVAL



Photograph courtesy of Mary Bachman

SATURDAY, DECEMBER 5, 2009

9 a.m. – 4 p.m.

The Ann Arbor Women's City Club has adopted a name change and is now doing business as The Ann Arbor City Club. The purpose of the Ann Arbor City Club is to promote the charitable, educational, ethical, artistic and spiritual growth of the community and to advance its general welfare.

The Ann Arbor City Club offers a wide range of activities for women and/or men of all ages and interests. There is a niche for everyone. The club has many classes from which to choose such as art study, painting, exercise, and even expert bridge instruction. Members can help with the grounds, belong to the garden club, enjoy lunch and/or dinner in our pleasant dining room, attend classes, and participate in trips and tours. Some of the annual events which Club members and the community can enjoy are the Club's Home Tour, the Flea Market, the Art and Craft Festival and much more. Each year a charitable organization is selected from events open to the community.

If you no longer wish to receive our notification, we would appreciate it if you would return the attached application with your name and address only or e-mail pennyhomalley@comcast.net. Subject: AACC Festival. Thank you.

Dear Exhibitor:

You are invited to participate in the 26th ANNUAL ART & CRAFT FESTIVAL sponsored by the Ann Arbor City Club.

RULES AND REGULATIONS

- LOCATION:** Ann Arbor City Club, 1830 Washtenaw Ave.,
Ann Arbor, MI 48104 734-662-3279
- DATE/TIME** Saturday, December 5, 2009, 9:00 a.m – 4:00 p.m
- SPACE SIZE/COSTS** Space sizes vary due to the uniqueness of the building (see Registration Form). Limited electricity will be available for a \$10.00 charge. If desired, please request electricity on your registration form.
- SET-UP** Set-up begins at 6:00 a.m. on Saturday, December 5, 2009, and must be completed no later than 8:45 a.m. The Festival begins promptly at 9:00 a.m. There will be no set up the evening before the Festival for Exhibitors.
- EXHIBITS** Exhibitors must supply their own display set-up that fits in the requested space and still leave appropriate seating and exit space within the allotted measurements. Tables must be skirted to the floor (no sheets please). Aisles are to be clear at all times. If using electricity, please bring an extension cord.
- EXHIBITOR** Work must be the Exhibitor's own original design and execution. No hobby kit work, numbered paintings, copies of commercially made products. This is a juried Festival and only quality work will be accepted. Exhibitors are responsible for their own Michigan Sales Tax. **Absolutely no Exhibitor raffles, specials/sales or early tear down of booths. Exhibitors must remain until the Festival closes.**
- EXHIBITOR'S LIABILITY** Exhibitors accept full responsibility for any loss, injury or damage to persons or property that may be sustained while on said property. Ann Arbor City Club will exercise every possible care and precaution, but will assume no responsibility whatsoever for any property in the exhibit areas, on the premises or in any of the parking areas.
- SPACE RESERVATION** Payment must accompany signed contract. Check, money order or cashier's check should be made payable to: **ANN ARBOR CITY CLUB. Applications are due June 1, 2009 and notification will be mailed no later than July 1, 2009.** We will continue to review applications until the Festival is full. Due to extensive advertising expenses incurred by the Ann Arbor City Club, no refunds will be made after acceptance of your application.
- FOOD** Free coffee, bagels and donuts will be furnished for Exhibitors during set-up. **Lunch and beverages will be available to order prior to the Festival date from the Club's dining room., Please note that food selection is limited. Menus will be included in your information packet to be mailed the week of November 2nd. If you have special needs, please plan on supplying your own food and beverage. The nearest restaurants are not convenient to the City Club.**

FOR FURTHER INFORMATION, CONTACT:

Penny O'Malley
5433 Lohr Lake Drive
Ann Arbor, MI 48108
Home: 734-429-8137 – Cell: 734-645-5718
e-mail: pennyomalley@comcast.net
Subject: AACC Festival

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FACILITIES AT THE ANN ARBOR CITY CLUB:

- Space for 70 Exhibitors
- Chairs &/or tables can be provided at no extra charge for Exhibitors
- Free parking spaces for customers
- Free parking for Exhibitors
- Ann Arbor City Club hostesses/hosts for booth relief & directing traffic flow throughout the house.
- Smoke free environment

FESTIVAL ADVERTISING WILL INCLUDE:

Ads in area newspapers, flyers , banners, press releases to newspapers and radio, newsletter sent to Ann Arbor City Club Members & the Festival will be featured on the Ann Arbor City Club website: **www.annarbortcityclub.org**

IMPORTANT DATES:

Application Deadline..... June 1, 2009
(We will continue to review applications until Festival is full)
Notification of Acceptance..... No later than July 1, 2009
Final Information Package..... Week of Nov. 2, 2009
Advertising Deadline..... November 16, 2009
Box Lunch Order Deadline..... November 16, 2009
Art & Craft Festival.....December 5, 2009

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ADVERTISING

Advertising is now available in the Festival Program.

Please cut on the dotted line (or make a photocopy) and return with a separate check made payable to: Ann Arbor City Club (or AACC)

Mail to: Penny O’Malley, 5433 Lohr Lake Drive, Ann Arbor, MI 48108.
Deadline for advertising request is November 16th.

- \$50 Business card size ad in the program
- \$50 One month listing on the Club’s website
- \$100 Business card size ad in the program and one month listing on the Club’s website

Contact Name _____ Phone # () _____
 Business Name & Address: _____

Please include a business card with the check and other pertinent information.

REGISTRATION FORM PAGE 1 (Please print clearly)

- Please check here if you were an Exhibitor at our Festival in 2008
 - Please check here if you would like the same space you had in 2008
- (Note: Application must be received by jury date or your space may be re-assigned)

NAME _____

BUSINESS NAME (if applicable) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ EMAIL _____

ART/CRAFT (media) _____

ENTRY INSTRUCTIONS

This is a juried Festival. Please submit photos of each medium of work to be sold and one of booth set up (no slides please). Pictures must be labeled on the back with artist's name and address and be of **good quality and in focus as they will be the basis for the jurving evaluation**. You do not need to include a pre-paid self-addressed envelope.

Due to space limitations, the booth displays should be simple and compact. **Your booth could be upstairs on the 2nd floor (no elevator), on the first floor or downstairs in the main dining room (both with handicap entrance). Special requests can be accommodated only on a limited basis.** Please check here if you require handicap entrance.

I understand that if I am not accepted the booth and electricity fees will be returned to me. If I am accepted, all fees are non-refundable.

I authorize the Ann Arbor City Club to use images of my work, etc., for all Club promotional purposes.

The deadline for registration is **June 1, 2009**. However, we will continue to review applications until the Festival is full.

REGISTER ME FOR THE FOLLOWING (PLEASE ENCLOSE TWO (2) CHECKS MADE PAYABLE TO ANN ARBOR CITY CLUB OR AACC WITH YOUR APPLICATION – 1 FOR THE \$3 NON-REFUNDABLE MAILING FEE AND 1 FOR THE SPACE/ELECTRICITY FEES):

| <u>No. of Spaces</u> | <u>Space Size</u> | <u>Price</u> | <u>Amt. Enclosed</u> | <u>No. of Spaces</u> | <u>Space Size</u> | <u>Price</u> | <u>Amt. Enclosed</u> |
|----------------------|-------------------|--------------|----------------------|----------------------|-------------------|--------------|----------------------|
| _____ | 3'd x 6'w | \$50 | \$ _____ | _____ | 3'd x 12'w** | \$100 | _____ |
| _____ | 6'd x 6'w | \$65 | \$ _____ | _____ | 3'd x 15'w* | \$115 | _____ |
| _____ | 6'd x 8'w | \$75 | \$ _____ | _____ | 4'd x 10'w* | \$ 90 | _____ |
| _____ | 3'd x 10'w | \$85 | \$ _____ | _____ | 6'd x 12'w* | \$130 | _____ |

*only 1 available, **only 2 available (issued on first received/accepted basis)

Electricity (max. of 600 wattage). You must provide extension cord/s.\$10 _____

SUB-TOTAL \$ _____

Non-refundable mailing fee \$3.00 _____

TOTAL ENCLOSED: \$ _____

I would like _____ chairs at no charge.

If you do not see your desired space size listed, call Penny O'Malley at 734-429-8137. We may be able to accommodate you.

PLEASE SEE SIDE 2 OF THIS FORM

REGISTRATION FORM PAGE 2 (Please print clearly)

TABLE SIZE(S) DESIRED (no charge)

| No. of Tables | Table Size | Fits space size: | No. of Tables | Table Size | Fits space size: |
|---------------|------------|-------------------------|---------------|------------|---------------------|
| _____ | 3'd x 3'w | 3'd x 6'w & 6'd x 6'w | _____ | 3'w x 6'w | 6'd x 8'w or larger |
| _____ | 3'd x 8'w | 3'd x 12'w & 3'd x 15'w | | | |

(Note: We have a limited number of 3'd x 3'w, 3'd x 6'w & 3'd x 8'w tables available. We will notify you if we cannot accommodate your table request.)

I am bringing my own table(s) or set up that will fit in the requested space & still leave me appropriate seating & exit space within the allotted space measurements.

PREFERRED CHECK IN TIMES

Due to limited access to the Club, we are asking all Exhibitors to indicate their 1st and 2nd choice of check in times. Staggering check in and unloading times will allow us to accommodate everyone in a more expedient manner.

6:00 a.m. 6:30 a.m. 7:00 a.m. 7:30 a.m. 8:00 a.m.

Special Requests _____

I have read the enclosed rules and regulations of this Festival and agree to abide by them fully.

SIGNATURE _____ DATE _____

Make your checks, money orders or cashier's checks payable to:

ANN ARBOR CITY CLUB (or AACC)

Send application, etc., to:

AACC Art & Craft Festival
c/o Penny O'Malley,
5433 Lohr Lake Drive
Ann Arbor, MI 48108

Items to enclose in your envelope:

- Application**
- Check for Space/Electricity Fees**
- Check for Mailing Fee**
- Pictures**