



35th ANNUAL ART AND CRAFT FESTIVAL



**Saturday, December 1, 2018
9 a.m. – 4 p.m.**

The purpose of the Ann Arbor City Club is to promote the charitable, educational, ethical, and artistic growth of the community and to advance its general welfare.

The Ann Arbor City Club offers a wide range of activities for women and 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 dinner in our pleasant dining room or in our pub, 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 Flea Market, the Art and Craft Festival, Classic Car Display, and much more.

A portion of the Art & Craft Festival proceeds will be donated to a local non-profit agency.

If you wish to unsubscribe to this mailing, please return the attached application with your name and address only or e-mail pennyhomalley@me.com and request removal of your name from our mailing list. Subject: AACC Festival. Thank you.

Dear Exhibitor:

You are invited to participate in the 35TH 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 1, 2018 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. Tables are also available for a \$10.00 charge. If desired, please request electricity and or table(s) on your registration form.
- SET-UP** Set-up begins at 6:00 a.m. on Saturday, December 1, 2018 and must be completed no later than 8:30 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.** Keep in mind that you may have exhibitors behind you and on both sides of your space. 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 re-sales, 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 set-up. Exhibitors must remain set up 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 the Ann Arbor City Club's property. Ann Arbor City Club will exercise every possible care and precaution, but will assume no responsibility whatsoever for any persons or property in the exhibit areas, on the premises, or in any of the parking areas.
- SPACE RESERVATION** Payment must accompany signed contract. Checks or cashiers checks should be made payable to: **ANN ARBOR CITY CLUB or AACC. Applications are due May 1, 2018, and notification will be mailed no later than the week of May 27, 2018.** 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 and donuts will be furnished for Exhibitors during set-up. **A light lunch and beverages will be available for purchase at the City Club from 11:30 to 1:30 (cash only). Please note that food selection is limited. If you have special needs, please plan on supplying your own food and beverage. The nearest restaurants are not convenient to the City Club. No alcoholic beverages allowed at the Festival.**

FOR FURTHER INFORMATION, CONTACT:

Penny O'Malley
5433 Lohr Lake Drive
Ann Arbor, MI 48108
734-645-5718
pennyhomalley@me.com
Subject: AACC Festival

Please check here if you were an Exhibitor at our Festival in 2017 (photos are not necessary if media hasn't changed)

Please check here if you would like the same space you had in 2017

(Note: Application must be received by jury date or your space may be re-assigned)

NAME _____ BUS. NAME (if applicable) _____

Please print **CLEARLY** all information throughout this document.

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ CELL 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 or photocopies 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 JURYING EVALUATION.** You do not need to include a pre-paid self-addressed envelope. Photos may be sent electronically via e-mail to pennyhomalley@me.com. Subject: AACC Festival pictures.

Due to space limitations, the booth displays should be simple and compact. **Your booth may be on the first floor or downstairs in the main dining room (both with handicap entrance). Special requests can be accommodated on a limited basis only.**

REGISTER ME FOR THE FOLLOWING (PLEASE ENCLOSE TWO (2) CHECKS MADE PAYABLE TO ANN ARBOR CITY CLUB OR AACC WITH YOUR APPLICATION – ONE FOR THE \$5 NON-REFUNDABLE APPLICATION FEE AND ONE FOR THE SPACE/ELECTRICITY/TABLE 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	\$ _____	_____	6'd x 6'w	\$65	\$ _____
_____	3'd x 10'w**	\$85	\$ _____	_____	6'd x 8'w	\$75	\$ _____
_____	3'd x 15'w*	\$100	\$ _____				

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

SUB-TOTAL FOR ABOVE SPACES: \$ _____

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

Table fee: \$10 per space.ADD \$10 _____

Non-refundable application fee (**Separate Check Please**) \$ 5.00 _____

TOTAL ENCLOSED: \$ _____

If you do not see your desired space size listed, call Penny O'Malley at 734-645-5718.

We may be able to accommodate you.

TABLE SIZE(S) DESIRED (\$10/space regardless of # of tables) – Please remember to leave appropriate seating & exit space within the allotted space measurements. REQUEST CHAIRS & TABLES AT THIS TIME AS NONE WILL BE AVAILABLE THE DAY OF THE FESTIVAL.

<u>No. of Tables</u>	<u>Table Size</u>	<u>Fits space size:</u>	<u>No. of Tables</u>	<u>Table Size</u>	<u>Fits space size:</u>
_____	30''d x 30''w	3'd x 6'w & 6'd x 6'w	_____	3'd x 6'w	6'd x 8'w or larger
_____	3'd x 8'w	3'd x 15'w	I would like _____ chairs (no charge)		

(Note: We have a limited number of 30''d x 30''w card tables, 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.

IMPORTANT: WHAT IS THE MAXIMUM HEIGHT OF YOUR GRIDS, BACK DROP, ETC., IF APPLICABLE (PLEASE INDICATE "N/A" IF YOU ARE NOT USING GRIDS OR ANYTHING HIGHER THAN TABLE HEIGHT: _____

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. USE NUMBERS, NOT CHECKMARKS.

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

Special Requests _____

I understand that if I am not accepted only the space, electricity & table fees will be returned to me. If I am accepted, all fees are non- refundable. **A separate check must be submitted for the space/electricity/table fee and one for the non-refundable application fee.**

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

The deadline for registration is **May 1, 2018**. However, the City Club will continue to review applications until the Festival is full.

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

SIGNATURE _____ DATE _____

Make your checks or cashiers checks payable to:

ANN ARBOR CITY CLUB (or AACC)

PLEASE RETAIN A COPY OF YOUR APPLICATION FOR REFERENCE PRIOR TO THE FESTIVAL. MAIL THE ORIGINAL 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/Table Fees**
- **Check for Application Fee of \$5.00 (must be separate check)**
- **Pictures (good quality media pictures plus 1 of set up). No slides or photocopies.**

FACILITIES AT THE ANN ARBOR CITY CLUB:

- Space for 50 Exhibitors
- Chairs can be provided at no extra charge to Exhibitors but must be requested when applying
- Free parking spaces for customers
- Free off site parking for Exhibitors
- Ann Arbor City Club hostesses/hosts for booth relief & directing traffic flow throughout the house.
- Smoke free environment
- Free coffee and donuts during set-up only (7:00 a.m. – 8:45 a.m.)

FESTIVAL ADVERTISING WILL INCLUDE:

Ads in area newspapers, flyers, press releases to newspapers and radio, flyers to various local organizations, newsletters sent to Ann Arbor City Club Members & the Festival will be featured on Ann Arbor City Club's website: **www.annarbormcityclub.org**

IMPORTANT DATES:

- Application Deadline..... May 1, 2018**
(We will continue to review applications until Festival is full)
- Notification of Acceptance..... No later than the week of May 28, 2018**
- Final Information Package..... Week of October 28, 2018**
- Art & Craft Festival.....DECEMBER 1, 2018**