



**Murray Art Guild
Holiday Sale 2010
Fri. Nov. 19 pre-sale Party: 4-7pm
Sat. Nov. 20, 8am-4pm
Sun. Nov. 21, noon-4pm**

Guild Location:
Murray Art Guild
500 North 4th Street
Murray, KY 42071
270-753-4059

Sale Venue:
Murray Convention & Visitors Bureau
Miller Conference Center
201 South 4th Street
Murray, KY 42071

Exhibitor Information

**Application/
Jury**

All returning and new exhibitors need to submit examples of the work they will be selling at the sale. Any work not juried in will not be allowed at the sale, this will be strictly enforced. This is to ensure quality as well as diversity in the show. Work must be handmade, with limited manufactured components. Applicants may submit actual work or digital images for jury.

Please return the letter of agreement, with \$15 application fee (payable to Murray Art Guild) along with work examples to be juried no later than Sept. 30. Notification of jury decision will be made immediately following Sept. 30. Applicants will be notified via Email unless other arrangements have been made.

Pricing

Each individual item must have a price tag attached with the price, description and exhibitor's name clearly marked. The commission for sales is 25% for Guild members and 35% for non-members. Please include the Guild's commission in your sale price. Individual Guild memberships are \$50.00, business and family memberships are \$90. Memberships are good through June of the following year. If you are selling for someone other than yourself, those individuals will be assessed at the appropriate commission rate.

Monies

All money from sales will be collected and logged at a central collection table staffed by authorized Guild members. Checks will be mailed no later than Friday, November 27th.

Tables

Exhibitors should provide their own **appropriately decorated tables and/or display racks**; from our experience, presentation does count! (A few tables are available at the facility for vendor's use. They are offered on a first come first serve basis so do indicate on your application if needed.) Because of limited space, each exhibitor will be allowed a maximum table space of 3'W x 8'L.

We must know the size of your set up **one month** prior to the show. Extra inventories, storage boxes, etc., must be kept out of site. Due to safety concerns, tablecloths may not pool or drape on the floor. **Set-up areas should be professionally displayed.** All work is expected to be clean and presentable. Exhibitor's displays should be staffed for **all** hours of the Holiday Sale. Volunteers will be on hand to relieve vendors as needed for breaks.

Set-up All exhibitors should plan to set up on Friday Nov. 19 between 10:00 a.m. and 3:00 p.m. (If this doesn't work for you please let us know.) There will **not** be any "last minute sets-ups" during the pre-sale party or Saturday morning. Please adjust your schedules well enough in advance to avoid a disappointing situation for all of us.

We are planning a casual preview reception for Friday evening, 4-7; everything will be in place at that time to enjoy cheese and chatting. This will give people who can't get away from work and family obligations during the day a chance to come by and shop too. There is a reception set up for shoppers and dinner available for vendors in the facility kitchen.

Cancellations In sight of the fact that we have to limit the number of exhibitors, we ask for notification of cancellation be made no later than October 30. Exhibitors who *do not give notification will be charged a space fee of \$50* if the Guild is unable to fill the vendor's reserved space in time for the Sale. Consideration will be given to emergency situations.

Door Prize Each vendor is asked to donate a small item to be given away as a door prize during the sale.
Thanks.

Clean-up Exhibitors are expected to leave their area clean and remove **all** of their equipment only *after 4pm* on Sunday when the Sale ends. We realize by the end of the show everyone is tired and anxious to go, but early take down doesn't reflect well on anyone and may result in a rejected entry the following year.

Food The Guild will provide light meals throughout the weekend for vendors and Guild volunteers.

Options Several options are available for participation. If you are interested in exhibiting but may not have the inventory for a solo booth, we will be glad to help partner exhibitors for a shared booth or you may be eligible to participate in the Guild Booth. The Guild Booth is an option for Murray Art Guild members who must be able to volunteer some time to maintain the booth; as well as be willing to set up and/or take down. The Guild Booth includes a little bit from a number of people, so space may be limited.

Questions If you have any questions, you may contact Jane Hall at jane.hall@murraystate.edu or Debi Henry Danielson at the Murray Art Guild (270) 753-4059 or murrayartguild@murray-ky.net.

Letter of Agreement

Artist Name: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: _____

Brief description of work to be exhibited *(please include any special requirements to be considered for display area):*

(The agreement below is page 3 of the "Exhibitor Information Document" which the vendor has retained for future reference)

- I have read and agree to comply with the "Exhibitor Information Document".
- I agree The Murray Art Guild will not be liable for any theft, neglect, or damage to any merchandise or personal property.
- I further agree that under no circumstances shall The Murray Art Guild, its agents, employees or volunteers be held liable in the event of any injuries or accidents of any type that might arise.
- I am willing to be included in any photographs that may be used in publications.

please circle any that apply

Table needed Solo Booth Interested in: Sharing a Booth Guild Booth

Date _____

Vendor Signature _____

Please return this completed Letter of Agreement with work samples and application fee no later than: Sept. 30, 2010

**The Murray Art Guild
500 North 4th
Murray, KY 42071**

Office use: Accepted Declined paid _____ notification _____