



ART on the Square 2017 Holiday Show IN the San Mateo County History Museum

10am – 4pm, Saturday November 18, 2017

San Mateo County History Museum on Courthouse Square in Downtown Redwood City

Fine Arts & Crafts Vendor Information & Application

Mail completed application and all checks to: ART on the Square • PO Box 7175 • Redwood City, CA 94063

Applications must be received no later than Aug 31, 2017. Interest is high for this show and SPACE IS LIMITED!

Please read all instructions before submitting your application. Incomplete applications will be returned without being juried.

We're thrilled to announce our second **ART on the Square Holiday Show**, a juried event in the beautiful San Mateo County History Museum on Courthouse Square in the heart of downtown Redwood City on Sat 11/18/17. Your space fees along with funding from our generous sponsors will allow the Museum to be free to the public on the day of our event. We will have artists with work other than jewelry on the main floor and dedicate the 2nd floor to jewelers.

Fine Art & Fine Craft Only

- All items sold **must be created by the vendor** and not be made from commercial patterns, kits or molds.
- No imported or mass-produced products allowed.
- We will ask you to remove any type of work that was not represented in your images for jurying.

Tables & Displays

- Your space fee includes one 4' or 6' table and one chair.
- Vendors will provide their own tablecloth, display panels (must fit in space provided), etc.
- If you don't need the table and/or chair provided, the space fee remains the same.
- Artists must be present at their table for the entire show. **No early breakdown allowed without promoter's approval.**

Application Deadline, Jurying, and Waitlist

- We jury for the highest quality work in a variety of media, styles, and price points.
- The jury fee is \$10. Jury checks will be cashed upon receipt of your application.
- **Application packets must be received no later than 8/31/17. We will jury all entries at once.**
- We will have more applicants than we have space for. Applications received on time with work that meets our jurying criteria, *but not accepted due to space limitations*, will be waitlisted for consideration should there be any cancellations.
- Acceptance notifications will be emailed.

How to Pay Show Fees

- Send ONE check for the jury fee and ONE check for the space fee.
- Make each check payable to "ART on the Square."
- Jury fee checks will be cashed upon receipt of your application.
- Checks for space fees will be cashed upon acceptance.
- If you're not accepted, your space fee check and your photos will be returned in the self addressed stamped envelope (SASE) you included.

Images (If you're an AOTS 2017 artist *and we still have your photos on file*, you don't need to submit additional photos.)

Good photos are critical, especially in competitive categories like jewelry. Your photos show us the design, originality, and craftsmanship that go into the creation and display of your art. It's how your work is compared with other work in the same category and how we decide on the location of your space. Send sharp, clear photographs of recent work. **NO PHOTOCOPIES.**

- Four separate color photos (min 4" x 6", max 8" x 12") per category that represent the work you'll be selling. E.g., a glass artist who makes both dishware and jewelry must provide four photos of their jewelry and four photos of their dishware.
- One color photo (min 4" x 6", max 8" x 12") of your display as it will be set-up.
- Show only one piece of work per photo (e.g., one plate, one glass, not a set of dishes).
- Photos must accurately represent the work you will be exhibiting in your booth.
- Print your name on the back of each photo.
- Include a SASE large enough to hold checks and photos with correct postage. If not accepted, checks and photos will be returned via SASE. If accepted, photos will be returned at the event or by SASE.

Cancellations No refunds given for cancellations. Photos will be returned only if you provided a SASE with correct postage.

Table Sharing No table sharing by separate artists allowed.

Email Notification All correspondence from AOTS will be by email. If you don't have an email address, please provide a viable email of a friend or family member you can access easily. Vendor instructions for the show, including, but not limited to space number, directions and parking info will be sent a week or more before the show. You will be asked to email acknowledgement of your receipt of vendor instructions.



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Artist's name	Company name
E-mail address	Website
Address	City, State, Zip
Cell Phone	Other Phone

CA Seller's Permit number. Vendors are responsible for sales tax collecting and reporting. To obtain a permit call (800) 400-7115 or go to <http://www.boe.ca.gov/>

How did you find out about the AOTS Holiday Show? Have you participated in other AOTS shows? If so, for how many years?

Media and detailed description of how you produce your work. Applications missing this info will be returned without being juried. List all categories of work to be sold in your booth. Jewelry is a separate category. For example, an artist who makes glass dishes and jewelry would list "fused glass dishware, 60%. \$25-\$100" and "fused glass jewelry, 40%. \$15-\$75". Use the back of the page if necessary.

Media (e.g., ceramics, fused glass, watercolor, photography, etc.) Provide four photos of work in each medium. Percentage of display and price range of work

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On the back of this page please provide a detailed description of your design process, materials used, and how you create your work. For example: "I sew patchwork quilts of my own designs using a variety of fabrics such as cotton, wool, and silk. Each quilt is unique." →→

Space requested. Check each box for the show(s) you want and the box indicating the space size:

- 6' table, Main Floor (*All media, EXCEPT jewelry*), \$125
- 4' table, 2nd Floor (*Jewelry ONLY*), \$100
- 6' table, 2nd Floor (*Jewelry ONLY*), \$125. There are a limited number of 6' tables. If filled, would you take a 4' table? Yes or No *

* Submit a check for \$100 and write 6' Jewelry Table in the subject line. We will notify you if you're chosen for one of the 6' tables. You will then send us a check for the additional \$25.

Checklist: Please read all instructions before submitting your application. **Each item must be included for your work to be juried.**

- Check for Space Fee: \$100 or \$125 (see space requested section for details). Make check payable to "ART on the Square."
- Jury Fee: \$10. Make check payable to "ART on the Square."
- Images for Jurying: 4 color photos (min 4"x6", max 8"x12") of each category of work and 1 color photo of your display as it will be set-up.
- SASE (self addressed stamped envelope): With adequate postage and large enough to hold checks and photos.
- Application: Sign & date. Keep a copy for your records. Incomplete applications will be returned without being juried.

Please read and sign: I have read the information and agree to the rules & regulations stated. The undersigned agrees to indemnify and hold harmless, the San Mateo County History Museum, its Officers, Board, Commissions, Agents, Employees, ART on the Square, Beth Mostovoy, Jodi Ziff Paley, and Julie Goodenough for any loss or liability which results or is alleged to have resulted from my participation in this event, including any claim arising out of the applicant's entry, acts, or omissions in said festival or any accident, injury, or damage involved therein, including but not limited to attorney fees and court costs. I agree to allow use of photographs of me and/or my products to be used in publications for promotional purposes (event program, social media, TV production, advertising). I have read and fully understand these policies. I am an adult and my signature is below.

Signature _____

Date _____