

REGISTRATION FORM
25th ANNUAL WOMEN'S ART FESTIVAL
SATURDAY, DECEMBER 9, 2017 * 9:30 am – 4:30 pm
DEADLINE: Discounted Early Registration until Sept. 1st
FINAL DEADLINE: November 1, 2017 (earlier if all spaces are filled)

(Please place X in for each line item you want included in festival website directory listing. **If nothing is marked, you will NOT be included in the directory. You may list EITHER an email OR a website in the directory – NOT both.**)

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ **PHONE:** _____

E-MAIL _____ **OR** **WEBSITE:** _____
 (PLEASE INCLUDE EMAIL ADDRESS FOR PERIODIC UPDATES AND ANNOUNCEMENTS PRIOR TO THE FESTIVAL)

1) Please check the ONE category of art that best fits your work:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Body-care Products | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Fiber (wearable) | <input type="checkbox"/> Fiber (non-wearable) | <input type="checkbox"/> Healing Arts | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Painting | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Traditional Ethnic Art |
| <input type="checkbox"/> Weaving | <input type="checkbox"/> Wood | <input type="checkbox"/> Misc. or other: (Please describe) _____ | |

(Please note that at least 80% of your product must be true to this category, if you include other types of art, the product should relate to the bulk of your work – please see letter for more about this. If you have questions, please ask Naomi)

2) Please briefly describe the merchandise you will be selling:

3) Do you need electricity? **yes** **no** (limited availability, electric spots filled in order received. Please note the room is quite well and evenly lit and has large windows as well.)

4) Please check if you are able to help with any of the following:

Distributing postcards (how many? _____) Multiples of 50 are easiest for me to deal with.
 (If you do not order postcards here, there will probably not be any for you – **please designate how you will receive them**)

I can pick up from Naomi's house or I will need them mailed to me.
(Please consider enclosing a \$3-\$5 donation toward the cost of mailing)

Set up on Friday evening (7-9 pm) – **Please note:** This does **NOT** include set-up of individual displays, though you *may* be able to unload into your space **after** crew is finished.

Please check one: I have done this job before: **yes** **no**.

(Size of crew will be limited, please indicate interest and final crew will be notified of acceptance later.)

Clean up after event (4:30 - 6 pm)

****New Artists must submit 3 photos of your work; Photos should be emailed in jpeg format to the email address below.**

****Returning Artists should submit 1-2 photos in jpeg format for use in publicity materials and web gallery.**

Please send files labeled clearly with your name matching the application name, to be received no later than this application.

****ALL BOOTHS ARE 10' X 10' Except for limited number of corner booths that will be 10' x 15'**

****Booths MAY BE SHARED BY 2 ARTISTS, IF DESIRED**

****If sharing, all registration materials and payment must be received in the same envelope.**

Please check one and enclose BOOTH FEE

 \$95 if mailed before 9/1/17 (10' x 10')
 \$100 if mailed 9/1/17 – 11/1/17 (10' x 10')
 \$150 for 10' x 15' corner booth – 1st come/ 1st served
(No refunds for cancellations for any reason after 11/1/16)

**Please make check payable to Naomi Siegal.
Mail to: 4205 10th Ave S. Mpls, MN 55407**

QUESTIONS???: CALL (612) 250-5097 or email NLSiegal@aol.com

Registration completion checklist:

 I have read **Artist information** and **2017 Requirements** and understand all that is stated in them.

 I have printed out and completed the Registration Materials:

 I have marked the items I want included in the website listing by checking the

 I have designated my category properly

 I have ordered the appropriate number of postcards that I can distribute **and have noted how I am to receive them**

 I have enclosed a donation (optional) toward the cost of postcards to be mailed to me

 I have noted if I need electricity

 I have included my email address on registration form in order to receive pre-event updates

 I have printed out and completed the ST-19 MN State tax form and included it

 If I am a food vendor I have enclosed the Short-term Food Permit and a separate check

 I have sent electronic photos to NLSiegal@aol.com (3 for new vendors, 1 for returning vendors for use in publicity and web gallery). **If no photos are furnished you will not be included in the website gallery.**

 I have included the proper payment

 If I am sharing a booth, I have included registration forms and payments from both vendors in the same envelope

 I realize that I am responsible for bringing all booth display materials needed, **including tables and chairs**, to the event