

25th Annual WOMEN'S ARTS FESTIVAL
SATURDAY, DECEMBER 9, 2017
9:30 A.M. TO 4:30 P.M.
(Set up time begins at 7:00 a.m.)

COLIN POWELL YOUTH LEADERSHIP CENTER
2924 4TH AVE S, Minneapolis, MN 55408

Questions? Contact: Naomi Siegal, 612-250-5097, NLSiegal@aol.com

Summary of Requirements

To register:

1. Complete the registration form, including a description of your work. Please accurately select the category in which your work belongs. Print and mail forms in **hard copy, along with your payment**. If this is your first time participating, please send 3 photos of your work. Digital images are preferred in jpeg format – email to NLSiegal@aol.com. Please make sure to label the file and each image with your name to match your application name and make sure it arrives no later than the application form.
2. All artists who submit an appropriate digital image before Sept. 1st will be included on the gallery page of the website with a limit of 1 image per artist. Please make sure your file is clearly labeled with your name and email it to NLSiegal@aol.com . If received later than 9/1, we will try but may not be able to add you to the gallery.
3. Please be sure to include your check, made out to **Naomi Siegal**, with your registration form. **See registration form for rates and deadlines.**
3. **ALL ARTISTS:** Please fill out and return the ST19 form with your registration. Vendors who do not complete this form will not be able to participate in the festival. Forms are not kept so please include a new one each year.
4. **FOOD VENDORS:** Anyone selling food, whether to eat during the event or packaged to take home, must submit either a completed Short Term Food Permit application and check for \$87, or their Minneapolis seasonal permit number, with their registration. All rules for hand washing and booth inspection must be followed.
5. **FINAL DEADLINE: November 1, 2017. However, spaces usually fill before that date. Get your forms in early to ensure a space.** Refunds will be offered for cancellations before Nov. 1st, minus a \$10 processing fee, only if your space can be filled. There will be **no refunds for any reason after Nov. 1st.**
6. In order to ensure a good variety of art genres, the number of artists accepted in each category will be capped at a certain percentage of the total number of vendors. Registrants will be slotted into each category on a first-come, first-served basis. In order to make this work, you must accurately select one category in which the majority of your work belongs from the list on the registration form. **At least 80% of the art in your booth must fit into this category.** If you have a small amount of another kind of work it should still reflect the basic feel of your main work and not be

something totally unrelated. For example: a photographer who sells primarily photos and photo cards but has some pendants that are made from her photos would be allowed to sell this jewelry as it is still reflective of her main photographic work. If you have questions about what category you belong in, talk to Naomi.

On the day of the festival:

7. Being a women's festival is one of our selling points. Please bring **only** products made by local women and have at least one woman staffing your table. Husbands, sons and friends are welcome to help in the booth. **All items sold must be handmade by the women selling them. No imports or distributors. Items not fitting these guidelines will be removed or you may be asked to leave.**
8. **You will need to bring your own table, chairs, and other display elements.** Please note that chairs are not supplied by the facility.
9. Electricity is available upon request to a limited number of spaces. These spaces are all on the outside edges of the room. You will need to provide your own extension cords and light fixtures and a multiple plug power strip. This space is bright and well-lit, so you should not need extra lighting unless it is a crucial part of your display (for example, you sell nightlights or lamps).
10. Since it is harmful to some people and a safety concern, please do not use candles/incense or other burning materials as part of your display.
11. There is a circle drive in front of the building with room for about 30 cars at a time, and some spaces on the street in front as well. These are for **LOADING ONLY**. Please plan to unload your car and move it to the designated parking area as soon as possible, then return to set-up your booth. Anyone remaining in these spaces for longer than necessary or impeding others will be cursed at, shamed and chastised! Further details of set-up and clean-up will be furnished later.
11. Since we want the early risers and the latecomers to be able to see the work of all of the participating vendors, please have your display set up by 9:30 a.m. If you know you are slow to tear-down, start slightly earlier in a way that does not impair the look of your booth. **Set-up begins at 7:00 am. We need to be out of the space by 6:00 pm, if you are slow to set-up or tear down, please plan to have others along to help you. We will have to pay extra if remaining past 6 pm and this charge will be passed on to anyone who is not out by this deadline.**

There will be some festival volunteers to help with load-in and clean-up, but they cannot generally help with your personal set-up. If you know anyone who might volunteer to help, please have them contact Naomi.

12. We have the reputation of being a show where everyone is kind and helpful to each other. Although we have short set-up times and it can be chaotic, please remember a spirit of kindness and cooperation so everyone gets in and out within the designated times and feels supported. Most of all, have fun and be prosperous!