

Newport on the Levee second annual Fine Crafts and Arts Fest

Saturday, May 5th, 2012

Hosted by Newport on the Levee and Art on the Levee Gallery

Calling All Fine Crafters and Artists:

Join us for the Newport on the Levee's second Fine Crafts and Arts Fest, a celebration of talented artists and their unique handcrafted art. Whether you are a painter, photographer, candle maker, jewelry artist, potter, wood-worker or a maker of tapestries, we encourage you to take advantage of this opportunity to showcase and sell your art. Newport on the Levee Fine crafts and Arts Fest is an indoor art show with a street-fair flavor. Both levels of the Gallery Building are at our artists' disposal.

On Saturday, May 5th , from 11 a.m. to 8 p.m., you will have the opportunity to showcase and sell your handcrafted items along with other artisans.

Artisans / Artists Guidelines & Requirements

- All artisans / artists must produce handmade items in the United States. Merchandise comprised from a majority of imported parts will not be accepted.
- No resale items permitted; only original pieces created by the artisan / artist.
- Handmade pieces of any type are acceptable, including (but not limited to) the following categories: Paintings, Photography, Textiles, Wood Carvings, Jewelry, Pottery, Candles and Soaps. specially food, gifts baskets and more.
- We recommend that the **median price** of items should be around \$ 50 with prices ranging from \$ 10 or less up to \$ 500 or more

Registration & Show Qualifications

- In order to be considered for the show, artisan / artists must submit a signed application form with all information requested.
- A link to the artisan/artist web page (facebook, web pages, social group, artisan group etc) is required. If a web page is not available we will need at least three pictures of the merchandise with description and prices.
- We also need digital pictures of previous displays in other shows you have attended to get an idea of the way you are planning to lay out your display for our review.
- All information and images are to be submitted with the registration form, which is to be e-mailed to artonthelvee@gmail.com or mailed to Art on the Levee, 1 Levee way, Newport, KY, 41071.

- The deadline to submit application and images to be considered for the show is April 15th, **2011**.
- Once an artisan has been approved, he/she will complete the registration and pay for the space.
- The registration cost is \$45 per artist for a 10 x 10 space and \$ 35 for a 12 ft x 6 ft space. Registration fees are not refundable.
- **Register before March 15th to receive an early bird discount of \$10 off on the registration fees.**
- Percentage over sales fees: 10% of all sales made during the event must be paid to Art on the Levee at the end of the show along a signed report of sales made. A copy of the sales tax return must be mailed to Art on the Levee no later than May 20th.

Event Setup & Procedures

- Space selection is determined by the Fine Crafts and Arts Fest Coordinators. Please indicate on your registration form if you will need a table and/or electricity. Spaces with electrical outlets are limited. No extra charge for a table (8 ft x 2 ft), but artisans / artists must cover their table top and legs with a fabric cloth and skirt.
- All artisans / artists must be present for the entire duration of the event.
- All sales tables must remain open during the entire duration of the event.
- All artisans /artists must arrive early for the appropriate setup of his/her display.
- All artisans /artists are responsible for any setup and/or decorating materials. An eight-foot table is available to those artisans requesting a table on their registration form.
- Total space available per artists is 10 ft x 10 ft or 12 ft x 6 ft
- Shelves and displays must be lower than 6 ft height
- Tables/rental spaces must be embellished professionally and kept well organized.
- Artisans / artists must apply for an occupational license with the City of Newport. The fee is \$25 for a one day show. Complete instructions of how to apply for this license will be provided with the welcome package.
- Artisans / artists are responsible for all sales and sales taxes on any items sold. Artisans / artists must report the sales tax by May 20th and a copy must be submitted to Art on the Levee by the same date.
- Neither Newport on the Levee nor Art on the Levee are responsible for any items damaged, lost or stolen during the course of the event.

Additional Questions?

Feel free to contact us by phone at (859) 261-5770 or via e-mail at artonthlevee@gmail.com

Guidelines Accepted by:

Name of Artisan

Signature

Date:

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Deadline to Register is April 15, 2011

Artisan / artist Contact Info:

First Name: _____ Last Name: _____

Promotional Name (if different): _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Mobile: () _____

Email: _____

Website: _____

Space Requests (please circle):

Table (8 ft): yes no Electricity: yes no Chair (one per participant): yes no

Space Size Requested: 10'x10' 12'x6' Demo: yes no

Primary Medium: _____

Description of merchandise and prices: Please list at least 10 representative Items with prices:
