

Community Arts Partnership
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HOLIDAY ITHACA ARTISTS' MARKET Application & Guidelines

Saturday, December 10, 2011, 11am to 5pm, Women's Community Building, Ithaca

APPLICATION DEADLINE: Monday, November 7, by 5pm

Please mail, e-mail or drop off your application and images. (See address and e-mail above.) The CAP Office is usually open 10 to 5, Mon to Fri, in Center Ithaca. If you plan on dropping off during our business hours and the CAP office is closed, you can leave the application at our Ticket Center. Application can also be found at **www.artspartner.org**. Checks must be mailed. We will not be able to take paypal payments.

Note: If e-mailing the application, it is okay to "sign" it by just writing your name.

REQUIREMENTS AND TERMS

- The Holiday Artists Market is a juried show and sale. Submitting an application is not a guarantee of acceptance. Artists that live in Tompkins County will be accepted first. If there are spaces available, the market will open up to artists in other counties.
- Work must be one-of-a-kind, original, unique to the artist and fit the jury's definition of fine art and can include functional work. Work must be of professional quality and can include paintings, drawings, prints, photography, collage, sculpture, archival ink jet prints, artists' book, ceramics and fiber art. This show is fine art oriented, so will not include jewelry or apparel.
- Artists can sell digital prints, giclees, cards and other reprints of their work. However, we require that you also show original work.
- The artist who created the work must be at the show for all hours the show is open.
- Artists will not display anyone else's work but their own.
- Accepted artists will not show work that does not fit in the above categories. Artists who have a variety of mediums may be instructed as to which fit the guidelines of the Market.
- Artist is responsible for having **display up by 10:50am and will remain up until 5:00pm**. Artists cannot take down their display until all visitors have exited the auditorium. Artists can set up beginning at 8:30 on the day of the sale and will have until 6:30pm to exit the building. We are not able to provide the opportunity to set up the night before.
- Artists must have a set up that can be taken down in 1.25 hours or less. If your set up will take longer than 1.25 hours to take down, artist must bring a simpler set up.
- The Community Arts Partnership, its agents, employees and officers shall not be held liable for failure to fulfill or perform its contractual obligation provided such failure is caused, occasioned or furthered by closures of site locations due to any cause or causes beyond its control, including, but not limited to fire, flood, severe weather, public disaster, or any other cause beyond its control. The Community Arts Partnership shall not be held liable for damages to art work or wares, exhibitors or personal property, or for theft, loss or injury caused by products sold or exhibited by exhibitors or the general public or other calamities. Insurance for such loss, damages, or injury shall be the sole responsibility for each exhibitor at their own cost. Fees will not be returned if the market cannot or does not occur due to any reason.
- Artist is responsible for their own sales tax collection.

- Checks are returned to artists not accepted. Accepted artists' fees will not be returned after November 30, 2011 *for any reason whatsoever*, to include personal and weather related circumstances and even if the show is cancelled. (because CAP will have spent the funds on marketing, publicity and insurance.)
- Artists agree to leave their area exactly as found - removing nails, constructions and garbage.
- Submission & signature of the attached application is an agreement by applicant to all terms herein.

FEE, APPLICATION, IMAGES & IMAGE LIST

- The fee is \$125. Please pay with cash or check (note CAP's new address). The increase from previous years reflects an increase in Women's Community Building rent, CAP insurance and marketing costs.
- ALL artists must submit an application, either by mail, fax or e-mail.
- ALL artists must submit 6 digital images (.jpg) of the type of work the artist will show must be submitted on CD or e-mailed to the CAP Program Director's (***) *EVEN IF YOU HAVE BEEN IN THE SHOW IN PREVIOUS YEARS.*) The images will be projected at a jury meeting only and will not be used in print ads. Send high quality .jpgs of at least 800 pixels on the long side.
- Name images as follows: Last name followed by a word from title, i.e. "SmithFlower.jpg"
- An image list for you to fill out is included on the application.

SCREENING

- There are approximately 25 spaces available and CAP expects approximately 45 applicants. The show is juried and CAP does not guarantee that past participants will be accepted, especially if the deadline is missed. The jury consists of visual artists from Tompkins County (that do not participate in the market), Community Arts Partnership board members and CAP staff.
- The jury criteria includes the quality of the artists' work, originality, execution, appropriateness for the Holiday Artists' Market, and adherence to these guidelines. In addition, the jury wishes to provide a varied show for the general public. For example, if 10 photographers apply that specialize in photography of the Finger Lakes area, some will not be accepted despite the quality of their work.

BUILDING AND SPACE INFORMATION

- The Market is at the Women's Community Bldg, corner of Cayuga & Seneca St., Ithaca, in the auditorium. The room has a high ceiling and some odd material on the walls that looks like sprayed fiberglass which starts at approx. 4.5 feet up.
- You can put small nails (not screws) into this material.
- Artists placed in the center of the room will not have wall space. Three artists along the west wall will be in front of black-out curtains against a sliding glass door.
- 6' tables (a limit of two per artist) and folding chairs are available.
- All artists in the auditorium have spaces that are 8' long x 7' deep.

LOBBY

There will be 3 artists in the lobby area but only if the main room is full. In the lobby, the space to the left of the main door is 4' east wall x 10' south x 10' west with open space on north. However, this space has the elevator door along the west wall which must be kept clear for handicapped access. The area to the right of the main door is 8' north wall (brick), 11' east (window), 11.5' south (window), and is open to the west. This area will have two artists.

SPONSORSHIP, COORDINATION and MUSIC

The Holiday Ithaca Artists' Market is a program of the Community Arts Partnership, organized by Robin Schwartz, Program Director. Johnny Russo & Doug Robinson, the East Hill Jazz Duo (or just Johnny on piano) will play throughout the day.

Holiday Artists' Market Application
Saturday, December 10, 2011, 11am to 5pm
Women's Community Building

APPLICATION DEADLINE: November 7, by 5pm

ENCLOSE WITH APPLICATION (see Guidelines):

_____ **Payment:** \$125 (checks made out to "Community Arts Partnership")

_____ **Six Images** of the work or type of work you wish to show

*** *EVEN IF YOU HAVE BEEN IN THE SHOW IN PREVIOUS YEARS.*

You can re-write the information below on a separate document as your application.

1. Name:

2. Address (city, state, zip):

3. Is this address located within Tompkins County?

4. E-mail: (required)

5. Website:

5. Phone:

6. Briefly describe the work you will be showing at the market. This is not an artists' statement, but rather a description of what the public will see, i.e. "*approx. 20 original abstract oil paintings on canvas, a rack of cards, and a variety of matted prints*"

7. Attach an image list that matches your submitted images: Title, Medium, Size

8. Space Preferences Same as 2010 along wall middle CAP can decide

9. Tables and Chairs

How many 6' tables: 1 2 How many folding chairs? 1 2 3
(The Women's Community building has a limited number of tables, hence the 2 table limit.)

10. Please describe your set up (i.e. just tables, tables with three walls,)

11. You set up will have to come down by 6:15 at the very latest (The show ends at 5pm.) Will this be possible?

SIGNATURE: I have read the 2-page "Application Guidelines" carefully and I understand, and agree to all the conditions and requirements herein.

(sign and date)