



A Rosewood Holiday Arts Festival

Artist Vendor Guidelines and Application Form

A ROSEWOOD HOLIDAY ARTS FESTIVAL - SATURDAY, DECEMBER 2, 2023

11 AM-3 PM

PLEASE RETURN TO ROSEWOOD ARTS CENTER OFFICE BY FRIDAY, OCTOBER 13, 2023

Artist Vendor Guidelines

IMPORTANT DATES

Applications and Contracts Due:

October 13, 2023

Jury Result Notification:

October 27, 2023

A Rosewood Holiday Arts Festival

December 2, 2023

APPLYING AND THE JURY PROCESS

All artists must submit a completed application (below) by Oct. 13 in order to participate in A Rosewood Holiday.

Rosewood Arts Center affiliated artists of all skill levels are encouraged to participate.

All artist entries will be included in a short jury process as there are a limited number of spaces for this event. Priority is given to Rosewood affiliated artists, and taking space needs into consideration. All artists will be notified of jury results by October 27.

ELIGIBILITY

ROSEWOOD AFFILIATED ARTISTS

Any artist meeting one or several of the below listed criteria is considered a Rosewood Affiliated Artist and is encouraged to participate in this special event.

- Current or recent student of Rosewood Arts Center (taken a class in 2023)
- Regular drop-in studio artist
- Current studio renter
- Member of Rosewood Faculty
- Rosewood Gallery or Art on the Commons Exhibitioner (2023)
- Otherwise frequently involved in Rosewood programs and community (2023)

Only applications featuring fine arts and fine crafts will be considered, and all artworks must be of original design and

Rosewood Arts Center
2655 Olson Drive, Kettering OH 45420
(937) 296-0294 or via email at rosewood@ketteringoh.org



produced by hand (no manufactured items). Commercial reproductions such as stationery will be considered to supplement original artworks, but should not exceed 25% of the total work on display. Rosewood staff retains the right to request the removal of work not meeting the quality and standards represented in the eligibility requirements.

Artists will be selected based on:

- Excellent quality, design and execution
- Originality and creativity
- Overall presentation and appearance as a body of work
- Audience appeal and marketability

SHARED DISPLAY

A two-person partnership exhibiting one product may qualify as a single exhibitor if this is explained at the time of application. Two accepted artists may also choose to share a space at the event. Please indicate this on your application. All individuals wishing to receive payment for sale proceeds must complete an application.

SALE OF WORK

All artwork should be labeled prior to the event by the artist. Labels must include artist's initials or name and the price of the artwork. **All transactions for artwork sales will be completed by Rosewood staff.** Artists will receive 70% of the total sales via check from the Kettering Parks Foundation within 30 days of the event. **Artists are responsible for filling out an event receipt for the patron with their item marked, and keeping documentation of inventory and sales on the day of the sale. Both copies of the receipt must be sent to the main transactions table.** Additionally, artists are encouraged to package their own sales for protective traveling, as long as price information is provided for the transaction table.

30% of all sales will be donated to the Kettering Parks Foundation, to support Rosewood programs. Artists are responsible for documenting appropriate sales tax to the State of Ohio as part of the final cost, as well as obtaining vendor's licenses.

The vendor areas and artist placements will be designated by Rosewood staff in the wide corridors of Rosewood. All storage must be out of sight or behind booth display. A 6' table and a chair will be provided as the booth space, unless additional requests are made at the time of the application.

The artist must be present in the booth during the festival. No agents or employees may represent the artist, and all items must be handmade by the artist.

CANCELLATION OR NO SHOW POLICY

Cancellations must be made in written form and submitted by mail or e-mail. E-mails can be sent to rosewood@ketteringoh.org. Artists who cancel after November 16, 2023 may not be invited to participate in future shows.



Artists who have not checked-in and/or contacted the Rosewood staff regarding absence for the event will be considered a “no show.” No show artists may not be eligible to participate in future Rosewood events.

SET UP AND CLEAN UP

Artists may begin setting up their display at 9 am the morning of December 2. The display must be ready for the public by 11 am and stay intact until the event ends at 3 pm. Artists will have until 4:30 pm to break down their display and leave the space as they found it. Pending availability, volunteers and staff may be able to assist you with loading and unloading your artwork to and from your vehicle.



A Rosewood Holiday Rosewood Vendor Application

PLEASE RETURN TO ROSEWOOD ARTS CENTER OFFICE BY FRIDAY, OCTOBER 13, 2023

Please complete the following application and include the requested images as separate attachments. Return to rosewood@ketteringoh.org by the deadline.

General Information

Artist Name(s): _____

Address (where you'd like a check to be mailed): _____

City: _____ State: _____

Zip: _____ Cell Phone: _____

E-mail: _____

Description of Artwork and/or Materials: _____

Have you previously participated in *A Rosewood Holiday Arts Festival* ?

___ Yes ___ No

Association/Involvement at Rosewood Art Center: _____

Please include with this application, 3 images of examples of your artwork and one of your display (4 total images). Send images as separate .pdf or .jpg files to rosewood@ketteringoh.org

Physical Specifications

One six foot table and chair will be provided to each artist as their booth display. Please list any additional requirements or requests below:

Number of 6 foot tables preferred (max. 2): _____

Number of chairs preferred: _____

Access to Electricity: ___Yes ___No

Access to Wall Space: ___Yes ___No

*No permanent alterations to the walls are permitted.

Other Requests: _____

Checklist

___ I have read and understand the artist vendor guidelines for *A Rosewood Holiday Arts Gallery and Festival*

___ Application Completed

___ Images Sent

___ Turn over to sign

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REGULATIONS FOR PARTICIPATION:

1. Only fine arts and fine crafts will be considered for display. All works must be of original design and produced by hand.
2. You are responsible for including sales tax in your pricing and reporting your earnings to the IRS. Sales Tax rate is 7.5%.
3. It is your responsibility to place stickers with your initials and prices on every piece of art. (See festival guidelines sheet)
4. Artists must provide an itemized inventory list of all artworks
5. We are not responsible for your artwork.

I have read the above information and agree to the conditions for the 2023 A Rosewood Holiday Arts Gallery and Festival. I understand that images of me and/or my work may be used by the City of Kettering Parks, Recreation and Cultural Arts Department. I also understand that the City of Kettering will not be responsible for damage or theft of work displayed during the 2023 A Rosewood Holiday Arts Festival as laid out in the vendor guidelines.

Signature: _____ Date: _____