

# A Rosewood Holiday Arts Festival

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## Artist Vendor Guidelines

SATURDAY, DECEMBER 1, 2018

11 AM-3 PM

### IMPORTANT DATES

Applications and Contracts Due:	October 26, 2018
Non-Rosewood Artists Notified of Jury Result	November 2, 2018
A Rosewood Holiday	December 1, 2018

### APPLYING AND THE JURY PROCESS

All artists must submit a completed application by Oct. 26 in order to participate in A Rosewood Holiday. Rosewood Arts Centre affiliated artists of all skill levels are encouraged to participate, and are not a part of the jury process. We will be in touch regarding accommodations for you to participate in this event upon receipt of your application.

If you are from the greater Dayton artist community, we welcome you to apply. All non-Rosewood artists' entries will be included in a short jury process, and artists will be notified in early November. There are a limited number of spaces for this event.

### ELIGIBILITY

#### ROSEWOOD AFFILIATED ARTISTS

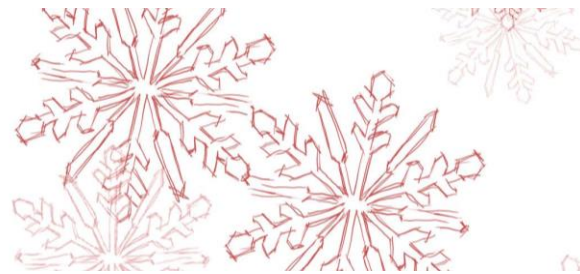
Any artist meeting one or several of the below listed criteria is considered a Rosewood Affiliated Artist and is encouraged to participate in this special event. Please be sure to turn in a completed application to ensure your space!

- Current or recent student of Rosewood Arts Centre (taken a class in 2018)
- Regular drop-in studio artist
- Current studio renter
- Member of Rosewood Faculty
- Rosewood Gallery or Art on the Commons Exhibitioner (2018)
- Otherwise frequently involved in Rosewood programs and community (2018)

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

#### **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 sale marked, and keep documentation of inventory and sales on the day of the sale.** Additionally, artists are encouraged to package their own sales for protective traveling, price information is provided for the transaction table.

All transactions will be handled by Rosewood staff, with a disbursement made to the artist following the event. There will be a 30% commission charged on sales, which 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](mailto:rosewood@ketteringoh.org). Artists who cancel after November 21, 2018 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 1. 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 on availability, volunteers and staff may be able to assist you with loading and unloading your artwork to and from your vehicle.

#### **INFORMATION**

For further information about the *A Rosewood Holiday Arts Festival*, contact:

Rosewood Arts Centre  
c/o Claire Hinde  
2655 Olson Drive  
Kettering, OH 45420  
(937) 296-0294  
or email [rosewood@ketteringoh.org](mailto:rosewood@ketteringoh.org)

For online information about *A Rosewood Holiday Arts Festival*, visit [playkettering.org/rosewood/events](http://playkettering.org/rosewood/events).