

WOODLAWN ARTS FESTIVAL

Presented by: Woodlawn Reformed Church and Strolling Village Artisans

What: Woodlawn Arts Festival is a one-day, juried event, featuring handmade art & craft that we hope will be an annual event. We are planning to accept approximately 15 vendors.

When: December 14, 2013 from 10:00 am to 4:00 pm. Set-up will begin at 7:30 and vendors are expected to have their booths removed by 5:30 pm.

Why: Woodlawn Reformed Church is dedicated to creativity, artistic expression, and pursuing social justice. A portion of the funds raised during this event will go to benefit the Church's preschool and community outreach services that include the City Mission, The Damien Center, and Schenectady's largest food pantry. Strolling Village Artisans cooperative is proud to partner with this event, supporting the arts in the local community and beyond.

Where: Woodlawn Reformed Church is located at 1858 State Street, Schenectady, NY. Vendor space will be located in the Church's basement gathering hall and assigned on a first come-first served basis.

Logistics: 4", 6", and 8" spaces will be available. Table size requests may be made, with final assignments made by festival coordinators considering order of requests received and the goal of creating a well rounded, appealing show. A limited number of 6" and 8" tables and chairs are available on site, on a first come, first served basis. Limited electricity will also be available for an additional \$10 fee. All booths must have table coverings that reach the ground and all surplus merchandise must be hidden from view.

Cost: For our first year, spaces are available for only \$35 per space (check due with application).

Jury Process: Applicants will be chosen on the basis of originality and craftsmanship. All items must be handmade and photographs submitted must represent items you intend to display and sell. No resale, imported or mass-produced items will be considered or allowed. Selections will be based on our goal of creating a well-rounded show without excess in any one category.

*****Tax Permits:** Each vendor is expected to have a valid NYS Tax ID that will be clearly displayed on the date of the show. NYS Tax ID number must be submitted with application*****

Application Deadline: November 29, 2013. You will be notified of your acceptance by November 30, 2013. Should you require cancellation of your application, refunds will be offered until December 6, 2013 only.

Contact: Please contact Pastor Derek DeJager (phone: 518-669-5195) or co-coordinator Heather Longacker (Phone: 518-817-5524, email: heather@glintglass.com) with any questions or concerns.

Ways to Apply:

1. Snail-mail signed and completed application with check to: Woodlawn Arts Festival, Woodlawn Reformed Church, 858 State Street, Schenectady, NY 12304
2. Edit .PDF file available at www.glintglass.com and email to heather@glintglass.com.
3. Checks and completed applications may also be dropped off at Strolling Village Artisans, 20 Washington Street, Ballston Spa, NY 12020.
 - Please make checks payable to **Woodlawn Reformed Church**.
 - Your check will be returned to you if you are not accepted.
 - 3 photographs of your work must be submitted with your application or 3 .jpegs emailed to heather@glintglass.com. Please name each file with your last name or business name.

Agreement to legal terms is assumed with return of this application.

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Application Deadline: November 29, 2013 Notification Date: November 30, 2013

Applicant Information:

Name: _____

BusinessName: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email: _____ Website: _____

Social Media Site Info: _____

Please describe your work and price range: _____

I would like a: 4" table space 6" table space 8" table space

I am requesting electricity and have included the \$10 fee with my application

I would be willing to donate one of my items for raffle to benefit the Church's preschool and community outreach programs.

Please check the category the majority of your work best fits into: _____ Ceramics _____ Jewelry

_____ Painting _____ Sculpture _____ Photography _____ Fabric/Fiber _____ Mixed Media

_____ Printing _____ Clothing _____ Glass _____ Food _____ Other: _____

NYSTaxID#: _____ **I will bring a copy of my NYS TaxID to the show.**

Applicant assumes all risk for any loss, damage, or injury to himself/herself or his/her property by agreeing to participate in the Woodlawn Arts Festival on December 14, 2013 in Schenectady, NY. Strolling Village Artisans and Woodlawn Reformed Church shall in no way be liable for any damage to property or personal injury to any applicant or persons employed by applicants or persons authorized to occupy or use Applicant's assigned retail space including all common areas available to Applicant. Retail Booth spaces shall be assigned by authorized Strolling Village Artisans and Woodlawn Reformed Church personnel who reserve the right to remove, without refund of any portion of the entrance fee, any vendor who is disruptive, unprofessional, or selling unapproved items. Determinations under this provision will be made by authorized Strolling Village Artisans Personnel and Woodlawn Arts Festival reserves the right to remove any vendor from the premises without cause. Applicant agrees to be present for the full duration of the Front Street Arts Festival event, which will be held on August 3, 2013 at Front Street in Ballston Spa, NY, running from the hours of 10:00 am until 4:00 pm. Retail displays may not be broken down nor may retail booths be closed or vacated prior to the end of the event. Applicant agrees that all photos submitted with his/her application may be reproduced for publicity purposes as Woodlawn Arts Festival determines. The Applicant hereby releases Woodlawn Arts Festival, Woodlawn Reformed Church, and Strolling Village Artisans both as business entities and individually and their successors, assigns, officers, employees and agents from all claims, demands, actions, or causes of action that the Applicant may acquire against Woodlawn Arts Festival, Woodlawn Reformed Church, or Strolling Village Artisans arising out of or in any way connected with the Applicant's participation.

Applicant's Name (Print): _____ Signature: _____ Date: _____