



Christmas Under the Oaks

33rd Annual Arts & Crafts Show

Presented by **GFWC Clearwater Junior Woman's Club, Inc.**, *Christmas Under the Oaks* is an excellent opportunity for artists, craftsmen, and shops to display a wide variety of handmade gifts and crafts to kick off the holiday shopping season in a beautiful waterfront setting. The Clearwater Junior Woman's Club is a non-profit volunteer community service organization dedicated to the betterment of local community (www.ClearwaterJuniors.org).

Every dollar raised by *Christmas Under the Oaks* goes back into the community!

Date: Sunday, November 15, 2009
Hours: 9:00 AM to 4:00 PM
Location: Coachman Park, downtown Clearwater, Florida (waterfront park at the corner of Drew & Cleveland St.)
Fees: (A) \$100.00 (\$150 for Double Booth), non-refundable and non-transferable
(B) Non-Profit Organizations: \$50.00 (\$75.00 for Double Booth), non-refundable and non-transferable

IMPORTANT! Christmas Under the Oaks exhibits must be **handmade** arts and crafts. In order to maintain a diverse and exciting show for our customers, we will limit the number of exhibitors selling similar types of wares. Exhibitors will be categorized and selected based on the description and photographs provided. Past exhibitors PLEASE get your applications in early, as you would not want to lose your requested space or be declined participation because your particular category of art or wares is closed.

To Register:

- Read the information in this packet carefully!
- Complete and sign the Exhibitor Application page (front), and complete and sign the outline of the construction and description of your wares page (back).
- Review and sign the Exhibitor Rules & Regulations page.
- Return your completed application forms by mail *with a check or money order* payable to **GFWC Clearwater Junior Woman's Club, Inc.**
- Include a *self-addressed return envelope*, 6" x 9" or larger, with *appropriate postage* (4 first-class stamps suggested).

Photographs: You must submit at least **3 photos demonstrating the construction of your craft of ware(s)**. There must be sufficient photos to represent ALL crafts or wares you plan to exhibit or sell at the show. **If you display wares not included in these pictures, you will be asked to remove those items from your booth.** We also ask for 1-2 photos of your display itself. Please submit prints only (no slides). Computer printed photos are acceptable if they are high quality and, preferably, on photo-type paper. Photos will be returned if your return envelope is large enough and has sufficient postage. Inclusion of your biography is optional, however it will be helpful for advertising and show promotion purposes.

NOTE: *We want to maintain the integrity of the show by displaying only HANDMADE ARTS AND CRAFTS. If the photos submitted do not demonstrate that the construction of your wares follows this guideline, or no photos are included with your application, your application will be returned to you. You may re-submit your application for consideration with the correct information requested, NO EXCEPTIONS. For your convenience, you may submit the requested photos via e-mail at oaks@ClearwaterJuniors.org so long as you properly reference your mailed application.*

Questions? E-mail the event coordinators at oaks@ClearwaterJuniors.org or call Lisa Hurley at (727) 481-5326 or Carolyn Waidley at (727) 725-1414.

Don't Forget!

- Compete and sign the application form (*front*), description of your work (*back*), and review and sign the Exhibitor Rules and Regulations.
- Include the requested **photographs** of all crafts/wares you plan to sell at the show, **including construction of your crafts/wares** and your booth display. Also, include your Booth Fee (check or money order)
- Include self-addressed return envelope, 6"x9" or larger, with appropriate postage.
- Mail completed application packet to: **Christmas Under the Oaks, GFWC Clearwater Junior Woman's Club, Inc., P.O. Box 14554, Clearwater, FL 33766.**

Christmas Under the Oaks

2009 Exhibitor Application

Please type or print clearly

Name: _____
(Business or individual name, as you would like it to appear in the show program)

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ Phone (eve.): _____

Email: _____

Web Site: _____

Category of Work: Photography Painting Sculpture Glass Wood
 Pottery/Ceramics Jewelry Mixed Media Other

Please Describe _____

In an effort to select the best location for you, please circle your preferences below. We will do our best to grant requests, however locations and check-in time requests cannot be guaranteed.

Please check the Booth Type you are requesting:

Single Booth (fee \$100) Double Booth (Fee: \$150)

Booth location: On Grass On Concrete No Preference

Specific Booth # Preference? (See Attached Map) *Space # Requested* _____

I would prefer to drive my vehicle to my booth space for Set Up:

Saturday Afternoon: 3:00 PM 5:00 PM

Sunday Morning: 5:30 AM 6:00 AM 6:30 AM 7:00 AM

Which is more important: Booth location or Set-Up time

Non Profit Organization (Single Booth \$50/Double Booth \$75) _____

You must provide documented proof of your Non-Profit Status.

PLEASE NOTE: I have e-mailed my photos for consideration.

GREAT WEB OPPORTUNITY!!! Advertise in advance of the show. We will add a link to your web page on our Christmas Under the Oaks website, where we list our 2009 Exhibitors - for only **\$10.00**.

Yes! \$10.00 is included with my application. My website address/link is: _____

No, thank you.

Exhibitor Rules and Regulations

1. All work must be **original, handcrafted, created and exhibited by the approved artists themselves**. Buy-sell, kits, imports, and mass produced items of any kind will not be tolerated. **This rule shall be strictly enforced.**
2. The number of exhibitors with like or similar works will be limited.
3. All applications shall be reviewed and screened prior to our acceptance. If your application is in any way incomplete, your entire application will be returned to you, and you will need to resubmit said application for reconsideration completed appropriately. You should receive a confirmation of your acceptance no later than August 15, 2009. If your application is rejected, your photos and check will be returned to you.
4. Checks submitted for entry will be deposited on or after July 1, 2009. If you have an e-mail address, confirmation of acceptance will be submitted via electronic mail. To ensure the most prompt response to your application and for expedited show updates, please provide a legible e-mail address.
5. Should you display any craft or wares in your booth different from the items stated in your application which were not approved during the application process at the event, you will be requested to remove such media or be subject to expulsion from the event.
6. You must submit at least **3 photos demonstrating the construction of your craft of ware(s) from start to finish.** There must be sufficient photos to represent ALL crafts or wares you plan to exhibit or sell at the show. **If you display wares not included in these pictures, you will be asked to remove those items from your booth.** We also ask for 1-2 photos of your display itself. Please submit prints only (no slides). Computer printed photos are acceptable if they are high quality and, preferably, on photo-type paper. Photos will be returned if your return envelope is large enough and has sufficient postage. In order to maintain the integrity of the show by displaying only handmade arts and crafts, *If the photos submitted do not demonstrate that the construction of your wares follows this guideline, or no photos are included with your application, your application will be returned to you.* You may re-submit your application for consideration with the correct information requested, **NO EXCEPTIONS.** For your convenience, you may submit the requested photos via e-mail at oaks@ClearwaterJuniors.org so long as you properly reference your mailed application.
7. Booth size is 12x12. Exhibitors must provide their own tables, chairs, tents/canopies, display hardware, etc. Your tent/canopy and display must be strong enough to withstand harsh weather – weights are recommended to be used during the show. Staking may be permitted in the park should you intend to set up the Saturday evening leaving your tent set up overnight before the show, and during the show should the weather pick up requiring the addition of stakes to secure your tents.
8. Electricity is not available or provided for a predominant number of booth spaces, thus, quiet generators are recommended and permitted, so long as they do not disturb other exhibitors. There are an extremely limited number of booth spaces which can accommodate certain electrical hook ups if absolutely critical to your craft (i.e. glass blowing, wood/metal carving, engraving which requires mechanical tools that run off electricity, etc.) You must contact the exhibitor coordinator to request special electrical accommodations.
9. Vehicle entry for booth set up will be permitted on Saturday afternoon and Sunday morning. Vehicles must be removed from Show grounds by 8:00 AM on Sunday. **If your space is not occupied by 8:00 AM, you will be considered a No Show and your space will be given away without refund.**
10. There will be a specified breakdown procedure, wherein you will be provided a breakdown ticket to enter show grounds only after you have completely broken down and packed your booth to ensure vehicles proceed in and out at an effective pace to get everyone out fast and safely.
11. You will be responsible for researching, collecting and reporting all applicable local and state sales taxes to the appropriate department of revenue. Out of state exhibitors must also adhere to their individual state laws.
12. A \$25.00 bank fee will be charged on all returned checks. The check amount plus \$25.00 shall be thereafter payable with a money order or cashier's check to secure your acceptance into the Show.
13. Due to City Park restrictions and insurance liabilities, no animals or pets are permitted on show grounds, except service animals assisting persons with disabilities.
14. Due to City Park restrictions and insurance liabilities, no alcoholic beverages may be brought into the show grounds.
15. The GFWC Clearwater Junior Woman's Club, Inc., the City of Clearwater, the sponsoring organizations, their representatives and committees reserve the right, at its sole discretion, to require an exhibitor to withdraw from the show. In such event, the GFWC Clearwater Junior Woman's Club, Inc. will refund any monies paid directly to it by said exhibitor. Exhibitor shall have no recourse nor shall the GFWC Clearwater Junior Woman's Club, Inc. be liable in any way for any indirect, direct, consequential, lost profits, or any other damages that may be incurred by the exhibitor.
16. Because Christmas Under the Oaks is held outdoors in a public park, the GFWC Clearwater Junior Woman's Club, Inc., the City of Clearwater, the sponsoring organizations, their representatives and committees cannot be responsible for weather, ground conditions, or other factors beyond our control. Booth spaces may be on grass, dirt, concrete, or asphalt surfaces, and may have uneven areas. Rain, wind, and other weather conditions may be present. We will do our best to accommodate all exhibitors and their needs, and we request that exhibitors remain considerate of their customers, fellow exhibitors, and the volunteer staff organizing and running the show.

Signature _____

Date _____