

Port Townsend Arts Guild  
**28<sup>th</sup> Annual Holiday Arts and Crafts Sale**  
November 23 & 24, 2018

APPLICATION

Artist Name \_\_\_\_\_

Business Name \_\_\_\_\_ Website \_\_\_\_\_

Phone(\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Describe your art or craft ( this may be used in publicity or on the website ): \_\_\_\_\_

\_\_\_\_\_

Can you email images in jpg format for publicity?  YES  NO

Booth Preference - choose one

10 X 10 Booth downstairs \$100

6 X 8 Table/Display space Upstairs \$80

**Annual PTAG Membership \$5 required if not previously paid**

Amount enclosed \_\_\_\_\_

Make checks or money orders payable to PTAG. We cannot accept credit cards or digital payment. **A 5% commission on sales is due at the end of the sale for donation to the food bank.**

Electricity?  YES  NO Table?  6ft  8ft

I agree to hold harmless the Port Townsend Arts Guild, the Port Townsend Senior Association, the City of Port Townsend, Jefferson County, Jefferson County Parks and Recreation, for any loss, injury, or damages however caused. Port Townsend Arts Guild (PTAG) reserves the right to restrict or remove exhibits, without refund, that may have been falsely entered, or deemed by PTAG to be unsuitable or objectionable. Upon signing this document, the undersigned agrees to the rules, regulations and waivers as specified in the sale prospectus for him/herself, the named business, organization, or artist and waives all rights and claims against PTAG, it's board members or other agents for any personal injury to any organization or individual and loss of or damage to any property of the organization, business, artist and any person arising from organization's, business' or artist's booth or display being present during this event. All reasonable efforts will be made to insure a safe, secure environment at the sale, however, PTAG will not be responsible for loss of sales due to inclement weather, natural disaster, legal restrictions or ordinances, unlawful acts, or any act of God or any other reason. I have read the above statement and agree to abide by all rules and regulations set forth.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Application is not considered complete without a signature.

Mail applications, photos (if needed), and booth fee to: PTAG, P.O. Box 246, Port Townsend, WA 98368  
**Applications are accepted until the sale is full. Deposited check is your acceptance notification.**

Port Townsend Arts Guild  
**28<sup>th</sup> Annual Holiday Arts and Crafts Sale**  
November 23 & 24, 2017

The Port Townsend Arts Guild invites you to apply for their Annual Holiday Arts and Crafts Sale to be held in the Port Townsend Community Center (620 Tyler) on **Friday** and **Saturday**, November 23 & 24, 2018, 10am-5pm both days.

We are looking for quality YEAR-ROUND arts and crafts, made by your hands, well designed and thoughtfully displayed. Items assembled from kits, resale, and imports are not acceptable. This is not a Christmas bazaar, but rather a juried arts and crafts sale.

There are two booth types available. 10 X 10 space in the lower level for \$100 and 6 X 8 spaces in the upper level for \$80. All displays must fit within your allotted space. 6 and 8 foot tables are available for your use and electricity is also available on both levels. **A \$5 annual membership fee is required if not previously paid.** A 5% commission on sales is collected at the end of the sale to benefit the local food bank.

- Setup begins at 7:00am on Friday. Please be considerate of others by unloading quickly and moving your vehicle before setting up. There are stairs at all entrances to the lower level.
- The lower level has some windows but lighting is recommended.
- Do not tape, tack, nail, or staple anything to the walls or columns.
- You can be festive with your display, but it is not required.
- We will have live music and refreshments downstairs. Please contribute a non-messy finger food for the refreshment table. Provided for your customers pleasure.
- The rooms are usually marked out on Wednesday evening. **HELPERS** are welcome to begin their setup after this is **FINISHED**.
- If you are unable to attend, please let us know as soon as possible. We usually have a waitlist. No shows, late arrivals, and early departers are usually not welcome back.
- **\$50 will be deducted from your booth fee if you cancel before October 15th. No refunds after that date.**
- We will return checks if the sale is full **or cash it if you are accepted.** Basic setup info is available on the website and you will be sent up to date info prior to the sale.

To apply, send us four photos of your work and one of a stocked display, either by USPS or email. If you have participated in a Guild event in the last three years, and make the same things, photos are not needed. Photos will not be returned. YOU must make all that you sell. No kits, imports or resale items. If you are new, please describe your work in detail on the application. If you sell recorded music, you must have earphones for your customers. Limits will be set in all media categories for diversity. As important as the search for talent is, we do not lose sight of the need for artists who are cooperative and easy to work with. No amount of talent or ability will compensate for this. Previous participation does not guarantee a space. Applications are accepted until the fair is full. Artists are accepted on a first come-first served basis. Please apply early. Sending application materials in oversize packaging may delay your application due to the size of the po box.

Thanks, we are looking forward to hearing from you.

Donna Harding, [ptartsguild@yahoo.com](mailto:ptartsguild@yahoo.com) or (360)774-6544