

February 12, 2010

Dear Crafter,



2010 promises to be an exciting year for the Batavia Mothers' Club Foundation (BMCF) – and we want you to be a part of it!

Our 25th annual Autumn Arts & Crafts Show will take place on Saturday, October 16, 2010 at **Batavia's Rotolo Middle School**. Rotolo Middle School is conveniently located just north of I-88 with the closest main intersection being Farnsworth/Kirk and Butterfield Road (Rte 56). More detailed directions will be provided upon application approval. The gymnasiums and commons area are spacious and very accessible. Being near the heart of Batavia, we are confident that Rotolo Middle School will continue to be a great location for everyone involved.

BMCF is already hard at work to make the 2010 show the best yet. We're planning to heavily advertise our location throughout the Fox Valley community, using outdoor signage, posters, press releases, the internet and flyers. Once again, our show will feature the ever-popular bake sale, a charity raffle and lunch services including taking and delivering orders for crafters. Since we're one of the first shows of the season, we'd like to encourage you to sell autumn and holiday items. And unlike other shows, BMCF does not charge a commission, just a flat booth fee.

The application process has begun. Your paperwork is enclosed. Remember, our early application discount is available until May 1, 2010.

We look forward to your participation. If you have any questions, please do not hesitate to contact us via email or phone (bmccrafteraps@yahoo.com, 630-748-1501).

Sincerely,

Jennifer Mareska
BMCF Craft Show Chair

Jennifer Baerren
Crafter Apps. and Jury Chair



25th Annual Autumn Arts and Crafts Show

Saturday, October 16, 2010 from 9 am – 3 pm

******LOCATION: Rotolo Middle School******

Located near the heart of Batavia

On Raddant Road between Pine Street and Butterfield Road

BMCF's Annual Autumn Arts & Crafts Show will be located in the gym and commons area at Rotolo Middle School. This show features handcrafted items from a variety of area artisans. The event spotlights a juried selection of arts & crafts designed and created by the artist. **Criteria for entry are originality, maturity of work, and quality of construction.**

BMCF seeks 150 local artists and crafters to exhibit in the spacious gym and commons area at Rotolo Middle School. The show will also include the ever-popular bake sale, a charity raffle and lunch services including taking and delivering orders for crafters. Advertising is extensive throughout the Fox Valley: press releases, outdoor signage, posters, internet ads, school flyers, etc. This is a well attended event with around 1,500 patrons. There is a \$3 admission fee.

All proceeds from this event go towards positively impacting the lives of children in the Fox Valley area.

APPLICATION INSTRUCTIONS

1. **APPLICATION FORM (on back):** Please fill in all requested information on the application form.
2. **SUBMISSION OF PHOTOS:** The jury process is based solely on the photos you submit—make sure they are clear and detailed. Submit 1 (one) quality color photo **for each category of craft you will display and sell in your booth**. Also, send a current photo of your booth. **Photos will not be returned.**
3. **FEES:** All fees must accompany your application. Booth fees are cashed upon exhibitor's acceptance. There is a \$20.00 charge for returned checks.
4. **CANCELLATION: NO FEES WILL BE REFUNDED AFTER SEPTEMBER 18, 2010.** All cancellations must be received in writing.
5. **NOTIFICATION:** Notification of acceptance, rejection or waiting list status will be sent end of August. If accepted, your show information packet will arrive after the September jury.
6. **SASE:** Exhibitor's must include a self-addressed, stamped envelope with their application for status notification.

RULES FOR PARTICIPATION

1. **ORIGINALITY:** All work displayed must be designed and created by the artist and consistent with work depicted in the submitted photos. Absolutely **no imported, manufactured, kit produced or mass produced items will be allowed**. Any misrepresentation will be removed, without recourse.
2. **BOOTH OCCUPANCY:** You will be responsible for supplying **ALL** display equipment needed for your items, including tables and chairs. Exhibitors will need to set up between 6:15-8:45 a.m. on the day of the event. **Anyone not checked in by 8:45 a.m. will forfeit one's space without refund.** You must provide your own workers, and remain open for the duration of the show. No representatives or sales agents are allowed. Booth removal must not start before 3:00 p.m. and must be completed by 4:00 p.m.
3. **ELECTRICITY:** There are limited booths with electricity. These booths will be located in the perimeter booths. They are available for an additional \$15 and are on a first paid, first served basis. If the spaces are filled, your payment will be refunded.
4. **STORAGE:** For your convenience a limited number of monitored, on-site storage spaces are available near the gymnasium for an additional \$20.00. If the spaces are filled, your payment will be refunded.
5. **PARKING:** Offsite parking information will be provided with acceptance letter.
6. It is BMCF's sole obligation to furnish assigned exhibit space, general lighting, cleaning and guard service. Services of any other nature shall be requested by the exhibitor in writing at least 30 days prior to the festival and will be granted at the sole discretion of BMCF.
7. BMCF will not be liable for refunds or any other liabilities whatsoever for failure to fulfill the terms and conditions due to the unusable condition of the area in which the show is to be produced caused by, but not limited to, fire or other calamity, natural disaster, public enemy, strikes, statutes, ordinances of any legal authority or any cause beyond BMCF's control.
8. Insurance should be obtained by and at exhibitor's own cost and expense. BMCF assumes no risk.
9. Exhibitors shall be liable for delivery, handling, erection and removal of their displays and materials. BMCF will prohibit the installation and operation of any exhibits not meeting its approval. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. No damage shall be done to the booth area or foliage around the location by the exhibitor.
10. **No commission is charged.** The artist is **solely responsible** for collection and remittance of **sales tax (7.5%)** to the State of Illinois.
11. No waivers, modifications or amendments shall be valid unless approved in writing by BMCF's Board of Directors. BMCF retains the right to use names, business names, photographs, and artwork submitted by the exhibitor for use in advertising and promotion of the show.
12. Exhibitor, by signing the application, will hereby release and forever discharge BMCF, and all sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with his/her participation in Autumn Arts & Craft Show. BMCF will not be responsible for any injury sustained by the artist and guests while within space designated for exhibits. Further, artist understands that he/she stores his/her artwork at his/her own risk.

2010 BMCF ARTIST APPLICATION

Please use my Artist Name or Business Name on the program and Website

(Please print)

Artist Name (last, first) _____ Returning Crafter? _____ Yes _____ No

Business Name _____ Website _____

Address _____

City, State, ZIP _____

CONTACT INFORMATION:

Phone _____ Cell Phone _____ Email _____

Vehicle Make _____ Model _____ License # _____

Set up time will be based on booth location. We will try to accommodate your preference.

I prefer set up from 6:15-7:30 a.m. I prefer set up from 7:30-8:45 a.m. I need handicap access

Please write a few sentences to describe your item(s). Attach a separate sheet if necessary.

FEES

- Early application discount (before May 1, 2010) (credit) \$ 10.00
- Late application fee (after August 1, 2010) \$ 10.00
- 1 Booth (10x10) \$100.00
- 2 Booths (10x20) \$175.00
- 3 Booths (10x30) \$250.00
- Corner location premium (limited) \$ 15.00
- Electricity (limited) \$ 15.00
- Storage Space (limited) \$ 20.00

TOTAL FEES ENCLOSED (All checks) \$ _____ .00

Please Check and Sign:

_____ I will donate a raffle prize. I understand that this is a voluntary donation and should be submitted the morning of the show.

_____ I verify that I created and have the right to display all of the work I have applied to exhibit during the 2010 Batavia Mothers' Club Foundation Autumn Arts and Crafts Show.

The undersigned hereby expressly agrees to indemnify and hold harmless The Batavia Mothers' Club Foundation from all claims, loss, damage or causes of action of any kind of nature whatsoever which may arise as a result of the occupancy, and use of the herein described premises by the undersigned, such indemnification to include damage to the personal property of the undersigned, its agents, or employees or persons attending such function.

APPLICANT'S SIGNATURE

DATE

PLEASE MAIL TO:

BATAVIA MOTHERS' CLUB FOUNDATION • P.O. BOX 91 • BATAVIA, IL 60510
 www.bataviamothersclub.org • bmccrafteraps@yahoo.com • 630.748-1501

For Official Use Only: Booth # _____	
Jury Category _____	
10 x 10 _____	Storage _____
10 x 20 _____	Electric _____
10 x 30 _____	Corner _____

<p>APPLICATION CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 color photo for each category of items. 1 color photo of current booth display <input type="checkbox"/> Check payable to "Batavia Mothers' Club Foundation" <input type="checkbox"/> Completed and signed application <input type="checkbox"/> Self-addressed stamped envelope for acceptance details.
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