

# 2014 Exhibitor Submission Guidelines

## 2014 CHOOCHOKAM ARTS FESTIVAL CALENDAR

<b>March 30</b> Exhibitor Application Deadline	<b>April 10</b> Notification of Jury Results	<b>April 25</b> Final Payment Proof of Insurance Proof of UBI #	<b>May 5</b> Last Day for Refunds	<b>June 14</b> Booth Assignments Finalized	<b>July 12 &amp; 13</b> FESTIVAL TIME! Sat: 10 AM - 6:30 PM Sun: 10 AM - 5:00 PM
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**GUIDELINES:** Exhibitors, **including all jewelers**, are selected through a juried process. Artists invited back need only to submit the application with current information along with their deposit. No photographs are necessary unless an artist wishes to be considered in a different category. All others should follow the Application Guidelines below.

Please read all the guidelines as well as the Exhibitor Rules and Regulations before filing the application. **Applications are accepted via email or through the mail. The deadline for Exhibitor Applications is March 30, 2014.** Notification of Jury Results will be by email only no later than April 10, 2014.

- 1) Fill out the application by downloading the online Application Form.
- 2) Send four (4) digital images of your work (.pdf or .jpg format) for each juried category plus one (1) image of your booth set-up to our email at exhibitors@choochokamarts.org. No application will be accepted without all five of these images. Be sure to identify your business in the subject line. All JEWELERS MUST BE JURIED.
- 3) Go to the Paypal button on our website and pay the deposit.
- 4) Email the committee at exhibitors@choochokamarts.org to let them know payment and applications have been sent.

### FEES:

Application Processing Fee (all exhibitors)	\$10
Langley Business License Fee	\$25
Booth Fee PER 10"X10"	\$275
Total Fees	\$310

**A LATE FEE of \$25 will be assessed on all payments received after the deadline date for final payments.**

**Deduct \$50 if you are a Whidbey Island artist.** A 50% deposit for a single booth is required when you submit your application. Double booths are available but only one deposit is required. The remainder will be due by April 26 to secure your spot. Any exhibitor not juried into the festival will be reimbursed the first payment less a \$10 processing fee.

**PLEASE NOTE: THE CHOOCHOKAM ARTS FESTIVAL DOES NOT COLLECT COMMISSIONS ON SALES.**

By April 25, accepted Exhibitors are required to mail in or email Proof of Insurance, with Choochokam Arts Foundation listed as an Additional Insured, and a current UBI certificate. There are NO exceptions. Note: Processing takes time. May 5th will be the last day for refunds, less the \$10 processing fee. Booth assignments will be emailed to you no later than June 14, 2014. We look forward to your submission .

*Thank you for your interest in the 2014 Choochokam Arts Festival.*