

2015 Exhibitor Submission Guidelines

2015 CHOOCHOKAM MUSIC & ARTS FESTIVAL CALENDAR

<u>April 15th</u>	<u>April 25th</u>	<u>May 10th</u>	<u>May 20th</u>	<u>June 14th</u>	<u>July 11th and 12th</u>
Exhibitor Application Deadline	Notification of Jury Results	Final Payment Proof of Insurance Proof of UBI #	Last Day for Refunds	Booth Assignments Finalized	FESTIVAL TIME!!!! Sat 10:00am - 6:30pm Sun 10:00am - 5:00pm

GUIDELINES: All Jewelers are selected through a juried process. **Artists invited back need only to submit the application with current information along with their deposit. With the exception of Jewelers, no photographs are necessary for past artists, unless a past 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 sending in the application. **Applications are accepted via email or through the mail. The deadline for Exhibitor Applications is April 15, 2015. Notification of Jury Results will be by email only, no later than April 25, 2015.**

- 1) Fill out the 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. Or mail us a check and payable to: **Choochokam Arts Foundation 721 Camano Ave Langley, WA 98260.**
- 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'	\$350
Total Fees	\$385

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 May 10th 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 May 10th, accepted Exhibitors are required to mail in or email Proof of Insurance. Insurance needs to be in the form of a Certificate of Liability Insurance with the correct coverage on it. The dates have to be current for the festival dates. Choochokam Arts Foundation must be listed as Additional Insured and this must be stated in the description box as well. Please make sure to have our current mailing address on it. Choochokam Arts Foundation 721 Camano Ave Langley, WA 98260. All Exhibitors must have a current UBI Certificate. There are **NO EXCEPTIONS** to these items. NOTE: Processing takes time. May 20th will be the last day for refunds, less the \$10 processing fee. Booth Assignments will be emailed to you no later than June 14, 2015. We look forward to your submission.*

Thank you for your interest in the 2015 40th Birthday Celebration of the Choochokam Music & Arts Festival