

LeMoyne Center for the Visual Arts 54th Holiday Show

November 23 - December 31, 2017
Monday through Saturday 10:00am- 8:00pm
Sunday 1:00pm – 5:00pm

Call to Artists

Each year we showcase the amazing variety of art that is available and affordable in our community. Our goal is to increase sales of artisan-made items and put art into the hands of the people. Participation is limited to 100 artists.

Terms and Conditions

- 1) A \$40.00 **non-refundable** application fee is required at the time of application. This fee will be converted to an individual membership to LeMoyne. Memberships will be mailed to the contact information provided below. **If you wish to give the membership as a gift, please indicate on the last page of the application.**
- 2) **Important Dates:**
 - Holiday Show applications must be received by close of business **5:00PM, Saturday, September 2, 2017.**
 - Accepted artists will be notified by email by **Friday, September 8, 2017.**
 - Inventory lists are due to LeMoyne by **5PM Saturday, October 14, 2017.**
 - LeMoyne barcoded labels will be available for pickup starting **Monday, October 23, 2017.**
 - Items are to be dropped off between **10AM and 5PM, Tuesday, October 31 – Saturday, November 4, 2017.** If special arrangements are needed, please contact staff **in advance** at (850) 222-8800.
 - Unsold work must be picked up between **10AM and 5PM, Tuesday, January 2 – Saturday, January 6, 2018.** Unsold items not picked up by **5PM Saturday, January 6, 2018,** will be **considered a donation to LeMoyne unless other arrangements are made with staff in advance.**
- 3) Participants must be at least 18 years of age.
- 4) **All applicants**, including returning artists, must submit sample/representative images of the type of work to be entered in the Holiday Show to holidays@lemoyne.org by close of business **5:00PM, Saturday, September 2, 2017,** for review. Applicant agrees that images may be used by LeMoyne for advertising purposes.

- 5) LeMoyne reserves the right to reject work that does not meet its standard of quality. Please feel free to bring in your ornaments for review prior to mass production. Call 850-222-8800 if you have any questions.
- 6) **Items:**
 - Participants will be required to submit **at least six (6)** ornaments/gift items **\$30.00 or less**.
 - Participants may **also** submit the following **optional** items:
 - Additional ornaments/gift items, **\$30 or less. (Due to limited storage space, we request all artists to limit their DELIVERY of ornaments and small gift items to 50 at a time.)**
 - **One (1)** 8"x8" panel priced at **\$50**. LeMoyne will provide the panel. Your artist bio will be displayed next to this piece.
 - **Up to twelve (12)** mid-range pieces, priced **up to \$250**.
 - **One (1)** show piece, any price, no greater than 30" in any dimension
 - Artists will be contacted to restock as inventory dwindles.
- 7) **Trademarked or copyrighted images will not be accepted!** Example: FSU logos, Disney characters, etc.
- 8) **All artwork must be for sale.** We will not accept items listed "Not for Sale".
- 9) Inventory lists **MUST** be sent to us **electronically** in Excel or Word. Artists submitting hand-written, printed, or scanned copies will be charged a \$25 transcription fee. Templates are available on our website at <http://www.lemoyne.org/holiday-show/>.
- 10) Artists will be responsible for tagging their own artwork with LeMoyne barcoded labels, which will be available for pickup starting **Monday, October 23, 2017**.
- 11) Work must be delivered to:
**LeMoyne Center for the Visual Arts
125 N. Gadsden St
Tallahassee, FL 32301**
- 12) LeMoyne's consignment is a 60/40 split, the **artist receives 60% of the sales price** and LeMoyne receives 40%. This percentage is non-negotiable.
- 13) Returning artists are encouraged to create new and exciting work in order to continue to keep the Holiday Show fresh and unique.
- 14) We're asking each artist to provide a bio and/or artist statement, approximately 100 words or less. This is optional, but encouraged. Providing background information is a great way to boost sales as customers are more likely to buy an item with a story behind it. You can email the bio to holidays@lemoyne.org.
- 15) **Artists agree to hold LeMoyne Center for the Visual Arts harmless in the event of loss or breakage.**

I agree to the terms and conditions listed above for the LeMoyne Center for the Visual Arts Holiday Show.

Artist's signature

Date

Printed Name _____

Email Address _____ Phone _____

Mailing Address _____

If you wish to give your membership to another person, please check this box: and complete the following:

Recipient Name _____

Recipient Email Address _____ Phone _____

Recipient Mailing Address _____

Please submit this sheet with your \$40 payment.

**We will also accept these submissions by mail at:
LeMoyne Center for the Visual Arts
Holiday Show
125 North Gadsden Street
Tallahassee, FL 32301**

**For further information and instructions call 850-222-8800 or email
holidays@lemoyne.org**