

Christkindlmarkt

BETHLEHEM

2009 Artist/Craftsperson Application

Nov. 27-29 • Dec. 3-6 • Dec. 10-13 • Dec. 17-20

Bethlehem, PA • www.christmascity.org



APPLICATION DEADLINE
FOR 2009 - Jury Session 1: May 1
Jury Session 2: September 1

25 W. Third St., Suite 300
Bethlehem, PA 18015
610-332-1300
www.artsquest.org





Christkindlmarkt (pronounced Kris-KIN-dill-mart) **Bethlehem** is a family holiday market established in the tradition of the open-air markets held throughout Germany during the Christmas season.

The event, which is held in large, heated tents, has an “Old World” charm and features handmade crafts and fine art by more than 125 different artisans during its four-week run. Live holiday music, food, demonstrations, children’s activities and more round out the festivities. More than 60,000 people annually visit the market, making it one of the premier holiday destinations in Pennsylvania and the Mid-Atlantic region.

All proceeds from Christkindlmarkt benefit ArtsQuest’s Banana Factory, a community arts center and gallery dedicated to enriching people’s lives through the visual arts. From gallery exhibitions by nationally-known artists and shows by local school children, to summer art and employment programs for inner-city teens and after-school initiatives for at-risk youth, the center helps to make the arts accessible to all.

CALENDAR:

Application Deadline (Postmarked)

Jury Session 1: May 1

Jury Session 2: September 1

Jurying Dates

First Preference: Week of May 11

Second Jury Date: Week of September 7

Notifications

First Jury Session: Week of May 18

Second Jury Session: Week of September 21

LOCATION:

Spring and Main Streets, Historic Bethlehem, PA

CHRISTKINDLMARKT DATES AND HOURS:

Fri.-Sun., Nov. 27-29

Thurs.-Sun., Dec. 3-6

Thurs.-Sun., Dec. 10-13

Thurs.-Sun., Dec. 17-20

Thursday-Saturday: 10 a.m.-8 p.m.

Sunday: 10 a.m.-6 p.m.

CRITERIA FOR SELECTION:

- Artists/craftspeople are selected by an independent jury panel. Selection is based on originality and quality of work and number of applicants in each category, as well as booth display. **THE DECISION OF THE JURY PANEL IS FINAL.**
- **ARTISTS/CRAFTSPEOPLE MAY ONLY EXHIBIT THEIR OWN WORK.** Commercially produced merchandise and/or imports are not eligible for exhibit or sale. All items must be sold in completed form and not as components of kits meant to be assembled.
- Only work and displays represented by submitted slides may be exhibited. ArtsQuest reserves the right to reject any goods or displays deemed not acceptable during the event or not representative of slides submitted. Jewelry booths are limited to 15% of capacity.



REGULATIONS:

- **AN APPLICATION IS A COMMITMENT TO SHOW.**
- Artists/craftspeople must be present at all times and display their work for the complete duration of Christkindlmarkt that they have committed to.
- Artist/craftspeople must supply their own professional displays, including tables, lighting and wall units (if applicable). Each booth area is divided by drapery. Electrical hookup is provided with a **maximum of 300 watts.**
- Artists/craftspeople are not permitted to have any articles such as chairs, tables, demonstration areas and/or items for sale in the aisles.
- All artists/craftspeople are required to collect 6% Pennsylvania sales tax and pay it to the state. No commission is retained on works sold.
- All artists/craftspeople must contact the City of Bethlehem Tax Revenue Department, 610-865-7022, for a Business Privilege License.
- All artists/craftspeople must contact the Pennsylvania Dept. of Revenue at 610-861-2000 for a Pennsylvania Tax Number.
- **Failure to comply with the rules and/or displays of inappropriate behavior will result in expulsion from the show and ineligibility for admission to any future ArtsQuest shows. Any artist expelled from the show shall have no right to recover the entry fee or any lost profits or damages from ArtsQuest.**

PAYMENT POLICY:

- Checks are made payable to: **ArtsQuest**
There will be a \$20 service fee for any checks returned to ArtsQuest for any reason.
- Each application must be accompanied by a \$20 **nonrefundable** application fee check, as well as a separate \$300 booth deposit which can be paid by check or credit card. Checks for booth deposits will not be cashed and credit cards will not be processed until after jury selection is made. Artists/craftspeople not selected will have their deposit checks returned to them.
- If you are selected to participate in Christkindlmarkt, you will be invoiced in June (session 1) or October (session 2) as follows:
 - Artists/craftspeople will be invoiced for the remainder of their entire balance. The remainder of the balance shown on the invoice must be paid by **Oct. 30** (No business or personal checks will be accepted after Oct. 31). Credit cards will be processed for the remainder of the balance on **Oct. 30**. No artist/craftsperson may set up until ArtsQuest receives full payment.
- The following credit cards are acceptable for payment: Visa, MasterCard, Discover and American Express.
- **NO SPECIAL PAYMENT ARRANGEMENTS CAN BE MADE.**

CANCELLATION POLICY:

Full refunds will not be given after an application has been accepted. Partial refunds will be given based on the number of days before the start of the event that we received your notification. Any cancellation request must be in writing.

CANCELLATION DATE	REFUND
150 days or more	80%
120-149 days notice	60%
90 to 119 days notice	40%
89-60 days notice	20%
30-59 days notice	10%
Less than 30 days notice	0



ENTRY PROCEDURE:

Each application must be accompanied by five images (four representing the complete price range of the work you wish to display and one of your booth setup). Images may be submitted in either **digital (preferred)** or slide format. Each digital image file name or slide must be clearly marked with your name and numbered 1-5 to correspond with the image description on the application. If needed, include a description of your work on the application or a separate piece of paper. Please send a self-addressed, stamped envelope with the appropriate postage to cover the return of the images. **FAILURE TO LABEL IMAGES ACCORDING TO INSTRUCTIONS MAY RESULT IN DISQUALIFICATION. PHOTOGRAPHS REPRESENTING YOUR WORK ARE NOT ACCEPTABLE FOR THE JURY SELECTION PROCESS.**

DIGITAL IMAGES:

Files should be submitted in jpeg format. We request that files have a resolution of at least 300 DPI or be taken on the highest-quality setting your camera allows. Each photo should be 1920 x 1920 pixels. All files must be numbered to correspond with the application. Images should be in color and submitted on CD.

SLIDES:

Slides should be labeled using National Association of Independent Artists (NAIA) standards. Each slide must have a red dot in the lower left-hand corner and be numbered 1-5 to correspond with the slide listing on the application. Do not apply tape or self-adhesive labels to the slides.

INVOICE REQUEST:

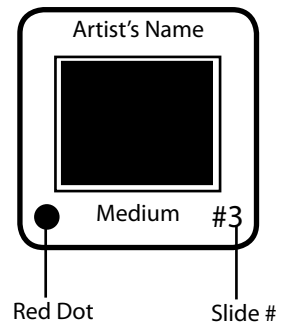
If you have not participated in Christkindlmarkt in the past, or if you wish to add a new product to your booth, we require that you submit a copy of your latest invoice from your major material supplier at the time you send your application to the jury committee.

IMAGE FILING:

If you have participated at Christkindlmarkt for three consecutive years, you have the option of having your images filed. Images will be saved/scanned into our database then returned to you. As long as your product line and booth setup remain identical from year to year, you do not have to resubmit images for the jurying process. If you wish to bring a different product to the event, you are required to submit new images and descriptions. **You must still submit a hardcopy application each year.** If you wish to have images filed, please check the box below.

I wish to have my images filed for future shows.

*You will be notified in writing that your images have been filed; please do not assume that they have until you receive official notification.



BOOTH INFORMATION:

You may apply for one, two, three or all four weekends of Christkindlmarkt. Booths are located in a large, heated tent (electrical hookup is provided). The standard booth size is 10' x 10'. There will be a limited number of double (10' x 20') and corner booths available. Corner and double space requests are not guaranteed. Exhibitors will be notified when they get their specific space assignment as to whether or not then have received their requested booth size. Applicants who do not receive their requested space will have their additional fee returned to them. **ALL BOOTHS MUST BE TASTEFULLY DECORATED IN A CHRISTMAS MOTIF.** Artists/craftspeople may request their booth spaces from the previous year; however, there are no guarantees of placement. **ALL BOOTH ASSIGNMENTS ARE MADE AT THE DISCRETION OF THE SHOW COMMITTEE.**

Christkindmarkt Bethlehem 2009 Application

DEADLINE: Must be postmarked by May 1, 2009 (Jury Session 1) or September 1, 2009 (Jury Session 2)

PLEASE PRINT OR TYPE

LAST NAME..... FIRST.....

TRADE NAME (if applicable).....

ADDRESS.....

CITY..... STATE..... ZIP

PHONE (home)..... (business).....

EMAIL.....(cell phone for on-site contact).....

WEBSITE.....

We respect your privacy and will not sell or trade your contact information. We do, however, frequently receive requests for contact information from our patrons. If you do not want your contact information to be listed, please check the box below.

Keep e-mail/phone private

PA Tax Number.....

Have you participated in Christkindmarkt in the past?..... What year(s)?.....

Did you participate in Christkindmarkt 2008?..... Booth #.....

Would you like to be next to another artist's booth.....? Artist.....

Do you wish to demonstrate at Christkindmarkt (must be within your booth area)?

DATES:	standard (10'x 10')	double* (10' x 20')	corner*	<small>*upon availability</small>
___ Fri., Nov. 27-Sun., Nov. 29	___ \$300	___ \$600	___ \$325	
___ Thurs., Dec. 3-Sun., Dec. 6	___ \$375	___ \$750	___ \$425	
___ Thurs., Dec. 10-Sun., Dec. 13	___ \$375	___ \$750	___ \$425	
___ Thurs., Dec. 17-Sun., Dec. 20	___ \$375	___ \$750	___ \$425	
___ All Four Weeks	___ \$1,425	___ \$2,850	___ \$1,600	

I would like to be juried under: ___ Crafts ___ Fine Arts

CATEGORY: (for program and website listings)

___ Candles ___ Clay ___ Fiber ___ Glass ___ Jewelry ___ Leather ___ Metal ___ Mixed Media
 ___ Painting ___ Paper ___ Photography ___ Sculpture ___ Wood _____ Other (please specify)

IMAGES: Images on file

Slide 1 (work): Dimensions/Medium or Materials/Price Point.....

Slide 2 (work): Dimensions/Medium or Materials/Price Point.....

Slide 3 (work): Dimensions/Medium or Materials/Price Point.....

Slide 4 (work): Dimensions/Medium or Materials/Price Point.....

Slide 5 (booth): Must Submit for Jury Selection Process.....

I wish to have my images filed for future shows. (See IMAGE FILING section under ENTRY PROCEDURE.)

Continued ➡

LIST FOUR MAJOR CRAFT EVENTS AT WHICH YOU HAVE APPEARED:

EVENT	DATE	LOCATION	CONTACT	PHONE NUMBER
Ex. Pumpkin Festival	2001-2007	Circleville, OH	Ned Hardin	614-432-0005

PAYMENT INFORMATION:

Check Credit Card

Credit Card Information: (Circle one) MasterCard Visa Discover American Express

Cardholder Name.....

Account Number.....CVV#(3- or 4-digit security code on back of card).....

Expiration Date.....

Cardholder Signature.....

In the event that Christkindlmarkt Bethlehem is cancelled upon rule, regulation, order or recommendation of any state, federal or local government agency or by ArtsQuest in response to any public health threat such as the outbreak of a highly communicable disease, this agreement may be cancelled by ArtsQuest on written notice to event participants without further liability on either party. In such event, any deposits made by ArtsQuest shall be returned within 30 days of such notice.

The undersigned does hereby agree to all terms and conditions stated in this application and does hereby release, forever discharge and hold harmless ArtsQuest of and from all actions, suits, damages or claims whatsoever arising from any loss or damage to any property of the undersigned while in the possession or supervision of the festival, its agents, representatives, employees or volunteers. I further certify that I will exhibit only my own original work in the medium in which I am registered.

Signature.....Date.....

Make check(s) payable and send to:

*ArtsQuest
Attn: Josh Hannon
25 W. Third St.
Bethlehem, PA 18015-1238*

CHECKLIST:

- \$20 application fee (nonrefundable check)
- \$300 deposit (check or credit card)
- Self-addressed, stamped envelope with appropriate postage to return images
- Five images, each marked with name, dimensions, medium and numbered 1 - 5
- Completed and signed application

For additional information, contact Josh Hannon at 610-332-1300 ext. 398, email jhannon@fest.org or visit the website www.christmascity.org.