

APPLICATION FORM

28th Annual Great Christmas Hall

Return this form and other application materials to: Great Christmas Hall,
c/o Sylvia Ashley, 6737 Holyoke Court, Fort Collins, CO 80525

Non-Profit Org.
U.S. Postage
PAID
Permit #101
Ft. Collins, CO
80521

If this is a group application, you must complete one form for each artisan and indicate which artisan will be the contact person for the group.

Name(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ Email _____

Room Preference: (Mark 1st, 2nd & 3rd choice) and Additional Requirements:

____ Canyon West \$175.00

____ Ludlow Room \$175.00

____ Columbine Room \$175.00

Total amount enclosed (Check 1 of 2)

____ \$10 Jury Application Fee (for each artisan) (Check 2 of 2)

____ Power outlet needed ___ Yes ___ No

____ Number of tables needed (maximum of 3)

Media: (Circle all media that will be displayed in your booth):

J-jewelry FL-floral CO-Christmas ornaments

L-leather goods PT-pottery C-clothing

FC-fabric crafts W-wood items P-paper products

PH-photography G-glass work O-other: _____

FA-fine art

Price range of items: _____

Program information: Write below how you would like your name(s), phone number(s) and product description to appear in the program.

(Do not exceed 90 characters.) _____

I do not hold the Lincoln Center Support League, its officers or agents responsible for accidental loss or damage of any kind. I have read and understand the rules of participation and agree to observe them.

Artist's Signature/Date

Lincoln Center Support League
417 W. Magnolia
Fort Collins, CO 80521

—
Deadline Information Enclosed —
Please Read Immediately!

The Great CHRISTMAS HALL



A Fund Raising Event for the Lincoln Center
sponsored by the Lincoln Center Support League

The Lincoln Center is wheelchair and hearing impaired accessible

The Great CHRISTMAS HALL

Join in a Christmas tradition on November 7, 8 and 9, 2008. Three fabulous days of yuletide merriment await you at the 28th annual Great Christmas Hall, including the festively decorated Hall of Trees and Hall of Holiday Tables and beautiful creations in the Hall of Gifts, where skilled artisans will be displaying their wares and fares in the Columbine, Ludlow and Canyon West rooms of the Lincoln Center.

The Great Christmas Hall is sponsored by the Lincoln Center Support League as a fund raising event for the facility.

Screening Process

Artisans selected for the Hall of Gifts will be chosen through a jurying process.

- Preference will not be given to artisans who have displayed in the past.
- To ensure a quality exhibition, artisans must submit four photographs (no slides or CDs, please) of their work with their application and will be screened according to set guidelines (see Rules of Participation).
- Artisans must also submit a drawing, photograph or written description of their booth, including measurements of any stands or partitions to be used. (This information helps with booth placement.)
- Alternate artisans will be selected for a waiting list to fill vacancies if they occur. Jury decisions are final.

Rules of Participation

We promote quality work by skilled artisans with the following rules:

- All work that is exhibited must be handcrafted by the booth renter and original in concept and design. Items that have been made with the use of commercial kits, molds or pre-fabricated forms are unacceptable and will be prohibited at the show. If an item or display is questionable, removal of such items or displays will be at the discretion of the LCSL.
- Artisans must be represented in their booth the entire time. Artisans are encouraged to demonstrate their craft whenever possible.
- Artisans may share a booth by submitting a joint application with a \$10.00 jurying fee per artisan. Artisans will be juried individually.
- Double booths may be available.
- Booth spaces are NOT transferable. No artisan will be allowed to exhibit items without having been through the application process.
- All sales will be conducted between the artist and purchaser. Artisans are

responsible for obtaining state and city sales tax permits and for collecting and submitting the appropriate sales tax.

- No food or drink items may be sold except at designated concession sites.
- As a courtesy to others, all electronic devices including television, radio and DVD players, must be equipped with earphones.
- *Cancellation Policy:* Booth fees of accepted artisans will be refunded minus a \$25.00 cancellation fee if notification of cancellation is received in writing by August 31, 2008.

Booth Fees & Additional Information

Booth fees are \$175.00 each for all three rooms – Canyon West, Columbine and Ludlow. The fee is for three days

- All booth spaces are approximately 80 sq. ft., designed for optimum display and traffic flow. One 6-ft. table is provided; additional tables may be requested at no charge.
- Artisans must staff their booths for the entire time.
- There will be no commission charged on artisans' sales; however, artisans are responsible for collecting and submitting their own sales tax. To acquire temporary city or state sales tax licenses, contact the following:

<i>City</i> - No Fee	<i>State</i> - Fee \$4.00
Fort Collins City Government	Colorado State Government
Attn: City Sales Tax License	Attn: State Sales Tax License
P.O. Box 580	1121 W. Prospect Rd.
Fort Collins, CO 80522-0580	Fort Collins, CO 80526
970-221-6780	970-494-9805

- All requests for electricity must be made at the time of application (no exceptions). Artisans must provide their own extension cords and any additional lighting.
- Artisans are assigned specific exhibition spaces, as per their requirements at the time of application acceptance. Space assignments are final.
- Notifications of acceptance or rejection will be mailed by May 1, 2008, along with additional information concerning set-up procedures. The booth fee and photographs will be returned to non-accepted artists at this time. The \$10 jury application fee is non-refundable.
- Check-in is 8:00 a.m., Friday, November 7. Artisans must be set up by noon. Artisans should NOT remain parked on the north side of the building after unloading.
- Booths are to be cleared out by no later than 6:00 pm Sunday, November 9. All items left will become the property of the Lincoln Center Support League.

Application Timetable

APPLICATION DEADLINE	April 6, 2008
Notification of Acceptance Mailed	May 1, 2008
Final Refund Date	August 31, 2008

The Great CHRISTMAS HALL

November 7, 2008 (Noon - 6:00 pm)
 November 8, 2008 (10:00 am - 5:00 pm)
 November 9, 2008 (11:00 am - 5:00 pm)

For additional information about the Great Christmas Hall, call (970) 223-3975 or email s.ashley@yahoo.com

Application Procedure

1. Fill out the application on the reverse side. Application must be printed or typed. Make duplicates as needed.
2. Enclose a check for \$10.00 made payable to the Lincoln Center Support League for a jury application fee for each artisan who will be represented in your booth. This fee is non-refundable.
3. Enclose a separate check for \$175.00 for booth rental fee made payable to Lincoln Center Support League. This check will be cashed upon acceptance or will be returned upon non-acceptance.
4. Enclose four photographs representative of the work each artisan intends to sell with name, media, etc. written on the back of each.
5. Enclose a drawing, photograph or written description of your booth. Include measurements of any stands or partitions you plan to use.
6. Provide a business-size, self-addressed, stamped envelope for notification.
7. Room assignments are made on a first-come, first-served, postmarked basis, when possible.
8. Print on the application the name, phone number and description as you want it to appear in the program.
9. Mail application to Great Christmas Hall, c/o Sylvia Ashley, 6737 Holyoke Court, Fort Collins, CO 80525, by April 6, 2008.