

Beneath the Tree Artist Fact Sheet 2010

Friday, November 12th 10:00 a.m. – 9:00 p.m. & Saturday, November 13th 9:00 a.m. to 3:00 p.m.

Hostess ONLY Preshop – Thursday, November 11th
Sponsored by RiverTree Community Church and The Branch

Please read the following information carefully before submitting an application.

APPLICATION PROCESS:

- * Application available at www.beneaththetree.info under “The Artists” tab.
- * **Application and \$20 application fee due by September 30.** Please include photos of your work and display with payment.
- * **We will not look at applications until the \$20 application fee is received.**
- * Applying does not guarantee entry. You will receive notification within two weeks of applying. If you are not chosen to participate, we will return your full application fee.
- * Artists will be selected to participate based on the diversity and quality of work they are able to bring to this event.

ADDITIONAL EVENT INFORMATION:

- * **Include sales tax in your prices.** The hostess will NOT add this. Please use round numbers (ie, \$4 instead of \$4.16)
- * **10% of your total sales** will be your donation. **There is no additional “booth fee” for this event.** Tax write-off DOES apply. You will receive a letter for tax reporting purposes.
- * Your check will be mailed to you by November 20. Due to the size of the event, credit card processing and the amount of money and number of artists, it will likely take about a week to process.
- * Neither the hostess nor RiverTree or The Branch is responsible for damage or loss to any merchandise. We do our best to staff each home and verify your inventory to minimize as much of this as possible.
- * We are again requesting that each artist donate to the raffle (you determine value, typically \$15-\$20).
- * You are welcome to attend the event with your art, but you are not required to do so. Our hope is that you'll enjoy the event with your friends as well.
- * **ALL work must be approved by the Beneath the Tree Committee. No late additions will be accepted without approval of the committee in fairness to all artists participating.**
- * Credit cards will be accepted again this year with no additional fees to you.
- * Size of “booth” space and placement in each home will be determined by each hostess. Typically 3 x 6 feet or larger.
- * If you are selected to participate, you will receive additional information as the event gets closer on home placement, set-up and pick-up times, inventory process, invitations, etc.
- * Beneath the Tree reserves the right to use photos of artists work in marketing materials.

Please keep this page for your records. Contact Tracy Cinco at 616-531-2054 or tcinco@comcast.net for questions. Thank you again for your interest in Beneath the Tree. We look forward to working with you!

