

IAEA Artisan Gallery at the 66th annual IAEA conference

2014 Participation Agreement (Completed application is required for inclusion in Gallery)

Artisan Gallery participants must agree to the following:

- Artist is a current IAEA member for the 2014-2015 IAEA membership year.
- Artist will register for the 2014 IAEA fall conference.
- Items for sale in the **Artisan Gallery** are handmade, original, non-commercial work made by the submitting artist. IAEA reserves the right to decline applications for participation in the Gallery and deny display space to applicants for any reason. Entry fees will not be refunded.
- All submission applications and payments must be mailed and postmarked by **October 10, 2014**. Payment must be made by **check** (made out to IAEA) and must be mailed to Becky Blaine at the address listed on the entry form. Payment covers the cost of the draped display table (\$20.00 per table, measuring six feet by two and one half feet, plus one chair). Electrical outlets are limited. If electricity is desired, the artist must provide a power strip and electric cord. *(There may be a \$15.00 fee for electrical hookup).*
- The **Gallery** will be set up in a room adjacent to the Savoy Ballroom where the President's Reception will be held. There will be direct access to the Reception.
- All sales are final, no refunds. IAEA does not charge a commission for sales. Artists assume responsibility for all sales and transactions, along with local, state and federal taxes. Seller is responsible for providing sufficient cash for cash sales. IAEA does not provide credit card access, but artist may do so if he/she is set up for credit transactions (the **Gallery** will have limited Wi Fi).
- IAEA will determine the table assignments for the **Gallery**. Artists are responsible for setting up their own displays (including their own easels, jewelry holders, pedestals, etc.), and are liable for the condition of the table draping (bring plastic covers if necessary for your display table.) Artists may include business cards and artist vitae in their display area.
- The **Artisan Gallery** room will be available for display set up at 4:30 pm. Artists should be ready to show their work between 5:30 – 7:00 pm. The Artisan Gallery will be dismantled following the President's Reception at 7:00 pm.
- All sales are to take place during the President's Reception and in the **Artisan Gallery** space as described above.
- IAEA will promote the **Artisan Gallery** in the summer IAEA conference *Mosaic* issue, on the IAEA website and in Bits and Pieces.
- IAEA will not be held liable for personal injury, death, property damage, theft or accident during the conference and the **Artisan Gallery** event.

I have read the Artisan Gallery requirements and agree to abide by them.

Printed name _____ Date Submitted _____

Artist signature _____

Artisan Gallery entry forms and payment must be postmarked and mailed by October 10, 2014.

2014 Artisan Gallery Entry Form (completed form and payment must be mailed to address below by October 10, 2014)

Name _____ Address _____

City _____ Zip code _____

Email _____ Phone number (with area code) _____

My work is: 2D 3D

I am submitting payment for **one table** (\$20.00) **OR** **Multiple tables** # of tables _____ X \$20.00 = _____

I am planning to use electricity in my display: yes no *(There may be a \$15.00 hotel fee for electricity - artist will be notified if there is a charge.)*

Description of work you plan to submit and anything you wish to describe about your display area (50 words or less): _____

Entry fee: \$20.00 per table **Payment by check only** (made out to IAEA)

Make a copy of your entry form, participation agreement and payment and mail to Becky Blaine by October 10, 2014 at:

Becky Blaine, Artisan Gallery / IAEA, P.O. Box 825, St. Charles, Illinois 60174

If anything changes concerning your artwork or plans prior to the conference, please contact Becky ASAP at: beckyblaine@gmail.com