

PROSPECTUS

36th Annual WCTC Craft Fair, A Dicken's Holiday **SATURDAY November 22, 2008 9:00 am - 4:30 pm** WCTC Campus - Service Bldg. Hwy 16, Pewaukee WI

You are cordially invited to submit your application to the 36TH Annual WCTC Craft Fair - A Dicken's Holiday. All applications must be postmarked. We do not accept electronic/email submissions. Estimated attendance at this fine art and craft show is between 3000 and 4000. All proceeds from this event fund student scholarships at Waukesha County Technical College.

Application Deadline: June 1, 2008

Artist Notification: July 1, 2008

Please prepare separate checks for the jury fee, booth fee and the electric fee. If electricity is not available, your electric fee will be returned.

Jury Fee	\$ 4.00 per application
Booth Fee:	\$ 75.00 per booth
Electric Fee:	\$ 10.00 per application

Submitting an application does not guarantee acceptance. We receive more artist requests than we can accommodate in the available space.

The WCTC Craft Fair is open to artisans who exhibit work of original concept, design, and execution. Individuals as well as organizations are invited to submit an application.

All items sold at the fair must be handcrafted by submitting artists and craftsman. Buy and Sell items are not allowed at this show. No kits, unfinished wood cut-outs, or imports are allowed!

You can not bring items from mail order catalogs and sell them at the WCTC Craft Fair as your handmade items/artwork.

Exhibitor will be screened during the fair to be certain the photographs submitted for the jury process reflect the work being exhibited. Artists will be asked to remove the work in question and/or to leave the fair.

No food may be sold by exhibitors in either the gym or the classroom booths.

Jury Selection:

Artist selections are based on a jury process. Determining Criteria:

- Information on application form.
- Photographs illustrating Art/Craft.
- The number of entries in a category.
- The recommendations and analysis of the juror /screening committee.

Photographs:

4 photographs of your art/craft plus 1 booth photo must accompany the application. Photos will be returned with the artist notification. Please include a stamped self addressed business sized envelope.

- Note: You may submit a CD with digital file of 4 pictures of your product and 1 booth photo.

Photographs are mandatory for all artists and will be utilized to identify the artwork and assist in selecting artists/exhibitors for the event.

Waiting List:

Openings occur frequently and we do draw from our wait list to fill those openings as they occur. We review the wait list regularly.

Booth Size: 10' wide by 7' deep

Note: Electricity is available and electric fees apply in the following booths

- Booths 2 to 32
- Booths 45 to 50
- Booths 99 through 147.

Refunds:

All Cancellations must be in writing.

Cancellation deadlines are as follows:

- 100 % refund - before September 15th.
- 50% refund - before November 1st.
- No Refunds given for cancellations received after November 1st.

Setup Dates & Times:

- Friday: 4:00 PM to 9:00 PM
- Saturday: 6:00AM to 8:45 AM

Artist Registration:

Begins at 7:15 :00 AM Saturday

Essential Guidelines:

- We ask artisans to consider donating one of their small items to be used as Door Prizes. Please have your donation labeled with your name and booth number for Artist Check- in on Saturday Morning
- Due to logistics we prioritize requests for double booth space and electricity. We cannot accommodate all requests for electricity. The Gym is well lighted.
- Chairs & tables are the responsibility of the artist. Bring you own chairs.
- Each artist is responsible for loss or damage to their products. Clean your area before leaving. Crafts left overnight are your responsibility. An alarm security system locks the building, but WCTC will not be held liable for any losses.
- All exhibitors are expected to present their art/craft in an attractive manner with covered tables and inviting displays. Displays must fit the booth size. Center area booths do not have a back wall; you must provide your own.