

QA County Visitor's Center Vendor Application

Kent Island Federation of Arts, Inc. (KIFA)

July through Sept 30, 2012

Sponsored by:

Kent Island Federation of Arts, Inc. (KIFA)

405 Main Street

Stevensville, MD 21666

Exhibit Days: July 2 – September 30, 2012 (3rd qtr.)

Artist Name: _____

Tax ID Number: _____

Contact Person: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **E-Mail Address:** _____

Your Website: _____

You must be a KIFA member to exhibit. Entry is free of charge. KIFA will take a 20% commission on all sales prior to sending your sales proceeds. Items for sale must be listed on the QA County Visitor's Center Inventory sheet along with being individually tagged, showing price and business name. Providing your own display for smaller items is encouraged as KIFA's merchandising options are limited. Pictures of your items may be requested if the description is unclear.

Postmark deadline to enter is Monday June 25, 2012. Due to the large volume of art pieces, no entry will be accepted after the postmark date. Artwork for the exhibition needs to be dropped off at QA Visitor's Center, 425 Piney Narrows Rd, Chester, 21619 on Monday, July 2, 2012 between 10 am-2 pm for set up. Unsold items must be picked up on Friday, Sept 28, 2012 from 10 am – 2 pm.

Liability

KIFA and the QA County Dept. of Economic Development and Tourism shall be held harmless from and against any claim, suit, damages, proceeding loss, injury or liability (including attorney's fees), whether in contract or in tort, (including negligence) arising out of, or related to any damage or loss of property or injury to person (including death resulting caused by or arising out of, or related to, any damage or loss of property resulting there from), caused by or arising out of the performance of the services.

This agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

Agreement to sell/exhibit implies acceptance of all policies as stated above.

Signature: _____ **Date:** _____

Return one copy to: Kent Island Federation of Arts, Inc. (KIFA), 405 Main Street, Stevensville, MD 21666

Keep a copy for your records.

QA County Visitor's Center Exhibitor (Page 2)
Inventory Sheet

Kent Island Federation of Arts, Inc. (KIFA)
Vendor List of Artwork to be Sold: Maximum of 6 pieces per artist

Name: _____ Contact: _____

| Quantity | Artwork Description: | Price | Medium |
|----------|----------------------|-------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| Notes: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Return one copy to: Kent Island Federation of Arts, Inc. (KIFA), 405 Main Street, Stevensville, MD 21666
 Keep a copy for your records.

KIFA GALLERY GUIDELINES must be adhered to. Please see GUIDELINES below.

KEEP A-D GUIDELINES SHEET FOR FUTURE REFERENCE

Questions?? Call KIFA Office 410-643-7424

A. GUIDELINES FOR HANGING 2-D WORK FOR ALL KIFA IN-HOUSE AND OUTSIDE SHOWS and for KIFA ONGOING CLASSROOM MEMBER GALLERY BIN WORK/CARDS in sleeves or shrink wrapped.

FRAMES: undamaged in any way, not chipped, dented, etc.

MAT: New, clean mat correctly cut. Work should NOT BE TAPED TO THE MAT.

Work (painting, photo) correctly attached to backing material-foam core/mat board.

Painting should all be properly contained within the mat.

No tape showing front or back of work. (Masking tape NOT used with W/C)

BACK OF WORK: (all work should be identified on the back)

Clean backing if needed. NO corrugated board; use foam core or mat board.

Label or attached card secured on back with the following information:

NAME OF ARTIST, PHONE # TITLE, MEDIUM, PRICE of artwork

WIRING: (all 2-D work must be wired properly for hanging)

New wire, SECURED FIRMLY TO FRAME, 1/3 down sides of frame.

Attached to, secured directly to sides of frame.

No wire loosely twisted up along wire. Edges of wire secured at nail end.

Neither SAWTOOTH HOLDERS NOR CUT-OUT HOLDERS ON THE BACKING.

UNDER GLASS (watercolors, pastels, mixed media/collage, photography, etc)

All glass edges must be SECURED WITHIN THE FRAME.

No chipped or damaged glass.

Clean glass. Remove any remains of labels, tape, etc.

CANVAS (oil acrylic, etc) All work must be dry when brought into KIFA

Painting must be secure within the frame if canvas is framed

Unframed canvases: no blank sides, no staples showing on sides.

B. CLASSROOM MEMBER GALLERY (ONGOING SHOWS FOR MEMBERS)

MEMBER GALLERY WILL BE RUN AS SPECIFIC SHOWS

DROP-OFF and PICK-UP DATES/TIMES TO BE ANNOUNCED IN NEWSLETTER

Member work to be submitted for a two or three month period (Length of time TBA)

2-D work must be signed by artist (also signifies no copyright has been infringed)

We ask for recent work, completed within the last three years.

Art work (i.e. painting, excluding the mat, framing) is not juried. 2

Please follow directions for presentation of 2-D work, crafts, and sculpture.

C. GUIDELINES: FINE CRAFT WORK SUBMISSION TO KIFA

SCULPTURE (follow Craft guidelines)

Craft Work and sculpture to be displayed for sale at KIFA should exhibit excellence of design, craftsmanship and materials, diversity and creativity. All work must be original, made by the artist and not be made from kits or patterns.

Crafts/Sculpture will rotate every 2-3 months. (Dates TBD)

TO BE DISPLAYED:

**Basketry, Ceramics, Fiber, Glass, Handmade Paper,
Jewelry, Metal, Mixed Media, Wood**

Artists should submit an *Artist's Statement* to include a description of the techniques and materials used. (People are interested in this)

All work **must** have a **price tag** and an artist's **ID/inventory #**.

D. GENERAL INFORMATION: CLASSROOM MEMBER GALLERY

.....KIFA will receive a 25% commission on your work sold. (Commissions vary depending on the location work is shown- see specific location instruction sheet for commission)

..... Work submitted to KIFA for the ongoing CLASSROOM MEMBER GALLERY is to be signed into the **Member Gallery/Boutique Binder** on the back shelf, office.

.....Fill in information on top of a blank sheet, add to binder in alphabetical order.

Your **ID** for your work is **FIRST THREE LETTERS OF YOUR LAST NAME**.

After your ID, put the number of the piece, and then fill in information for piece.

i.e. **SMI 33** (for John Smith, 33rd piece he has put in KIFA)

.....Put that information (i.e. SMI 33) on the small label. Add the **PRICE** you wrote in the binder.

Affix label to your work. This is to identify work as yours if it is sold.