

Fine Arts & Crafts
Boutique
at
Emmanuel Church
at Brook Hill

November 1 - 3, 2018

Call for Entries

Deadline for entries: August 17, 2018

Complete the following information in full. (Please print)

Name _____

Address _____

Phone: Home _____ Mobile _____

Email _____

Entrance Fee: \$20 Yes, I will work at least 8 hours during the show (Friday and/or Saturday)
 \$35 No, I am unable to work at least 8 hours during the show

Commission on total sales: 10%/worker, 25%/non-worker (See Boutique Rules for explanation of fees. Make your check payable Emmanuel Church with notation of Boutique on the memo line.

Description of Your Art Form:

Please be specific as to form (pictures, boxes, blankets, etc.) and size. Provide a description of the medium you use. All work must be original with the Artisan. No kits or cottage industry crafts will be allowed. If you work in more than one area please describe each medium.

Each participant will be required to follow the rules of the Boutique and work the show. Guidelines are listed on the second page.



November 1 - 3, 2018

Artist Obligations and Rules

All works will be juried by the Jurying Committee. Send images JPG or PDF of at least three samples or your work. If the committee is in doubt, then an in-person jurying may be required. The Boutique Board reserves the right to refuse acceptance of any or all items presented by an applicant.

Inventory sheets will be provided by the Boutique and filled out by the artist. Each will have an approved two letter code, such as BB, and brief description such as angel. Requested Code _____

There will be a limit as to how many pieces will be displayed at any time. Work will be rotated from over-stock as things sell or to improve the look of the show. This will be done by the Display Committee ONLY.

Each artist agrees to follow the rules and guidelines of the Boutique and work the show for a minimum of eight (8) hours during the hours of the show. The scheduling committee will assign times, as the schedule allows. Every effort will be made to accommodate the participants' needs. Any person unwilling or unable to work 8 hours during the show will be charged entry fees and commission as a non-worker.

Admission to the Opening Reception on Thursday, Nov. 1, will be by ticket only.

Emmanuel Episcopal Church, the members of the governing body, the organizers of the Boutique and any and all volunteers will not responsible for items that are lost, stolen, or damaged while the items are a part of the Boutique event.

The undersigned agrees to adhere to the rules and obligations of the Boutique at Emmanuel Brook Hill upon acceptance in the Boutique.

Signed _____ Date _____

**Send digital submissions to:
BoutiqueAtEmmanuel@gmail.com no later than August 17, 2018.**

**Work will not be juried until payment is received.
Mail or deliver a check to: Emmanuel Church, 1214 Wilmer Ave., Richmond, VA 23227,
Attn: Barbara Brewer**



Friday, Nov. 2
10 a.m. – 8 p.m.

Saturday, Nov. 3
10 a.m. – 4 p.m.

Opening Reception
Thursday, Nov. 1
6 p.m. – 8 p.m.

1. The Boutique is to showcase the talent in our church and community. The rules are to make sure everyone knows his or her obligation to make the show a success.
2. The Application must be filled out and returned with samples and a check prior to the deadline. Submission of samples to be juried may be in photograph form or digitally JPG or PDF (or larger than 2 MB).
3. The Jurying Committee will function once the applications are in and just after the deadline. The purpose of the jurying is to have the highest quality in the Boutique and to have a balanced show. For example, if there were too many potters the committee will select which best fit the show. The decision of the committee is final unless there is some factor that will easily correct the reason for non-qualifying.
4. The Boutique Staff reserves the right to reject any inappropriate art, or poor quality items.
5. Each Artisan will have an approved two letter code for identifying their work. A tag with the code will be attached securely on the items. An inventory sheet will be provided on which each item is listed with the number of that specific item. This will enable the Accounting Committee to credit each Artisan with his or her sales. The Artisans should keep a copy for their records.
6. Delivery time will be the be the afternoon of October 31 between 4p.m. and 6 p.m. or November 1 between 11 a.m. and 1 p.m. The Display committee will determine what and where items are placed in the showroom. A reasonable amount of each Artisan's work will be on display. If an Artisan has more stock than would be possible to display all at once, then he or she may bring extra stock—within a reasonable amount, as there is limited space. There will be a place for extra stock and the committee will restock the items as they sell. All displaying of the work will be done by the Committee ONLY.
7. Commission is 10% of the sale price. Each Artist must work the eight (8) hours during the show, or his or her commission will increase to 25% (see application). There will be a rotation of workers so that no one will have to spend excessive hours straight at their assigned positions. Snacks and drinks will be provided but you are welcome to bring your own and store them in the kitchen.
8. At the close of the show when all shoppers have left, the individual Artisan will pack up his or her own work. There will be helpers to locate your items and help you get them to your vehicle, if that is necessary.
9. Send digital submissions to: BoutiqueAtEmmanuel@gmail.com no later than August 17, 2018.

Work will not be juried until payment is received.

Mail or deliver a check to:

Emmanuel Church, 1214 Wilmer Ave., Richmond, VA 23227, Attn: Barbara Brewer

Questions: Call: Barbara Brewer 804-539-2421