



The Kentlands Mansion

Fall Fine Arts and Crafts Show

Saturday, October 8 & Sunday, October 9, 2011

Event Information

Location

* Kentlands Mansion, 320 Kent Square Road, Gaithersburg, MD 20878

Dates and Times

- * Show: Saturday, October 8; 11 a.m.-6 p.m.
Sunday, October 9; Noon- 4 p.m. (during Oktoberfest, attracting 10,000 people annually)
- * Set-up: Friday October 7; Participating artists will be notified of set up time-frame

Application & Notification Process

- * A complete application is due no later than August 26, 2011, and must include payment for booth space (see application for payment details). Your payment will be processed only if you are selected to participate. The additional application fee normally charged for the jurying process is waived, due to the fact that this is an inaugural event.
- * Please submit a CD of your work with a minimum of 10 images along with your application. CDs will be returned at the event. The jury committee will not be able to view individual websites.
- * Decisions will be made by September 2, 2011 and you will be notified of your acceptance status by e-mail.

Set-Up (Friday 10/7) and Breakdown (Sunday 10/9)

- * Artists who are chosen to participate will be notified of their set up time-frame.
- * Set-up and breakdown is the sole responsibility of the artist. If you require assistance with unloading, set up or break down, please be sure to arrange for assistance independently.
- * All artists must vacate the Mansion by 7 p.m. on Sunday, October 9.

Booth Space

- * Each booth space is approximately 6' x 8'. There is a maximum of two spaces per artist.
- * One 6' table and 2 chairs will be provided.
- * Table coverings will be the artist's responsibility. Tablecloths are available for rent from the Mansion at \$25 a piece. Please indicate on application if interested.
- * Electricity is available for a limited number of spaces. Please indicate this request on your application. Requests will be granted in the order received.

Important Tax Information

- * The State of Maryland requires any person selling items as a business to have a Maryland tax number and to charge 6% sales tax. Artist names will be submitted to the Maryland State Comptroller's Office. If you do not have a Maryland tax number call the Maryland Sales Tax division at 410-767-1300 or apply online at www.marylandtaxes.com.

Advertising and Promotion

- * The City of Gaithersburg will advertise this event on its website (www.gaithersburgmd.gov), on it's Cable TV station (Comcast & RCN Channel 13, and Verizon FiOs channel 25 within the City limits), in print ads, with press releases to local and regional media outlets, with 10,000 flyers distributed to school students, and with flyers mailed directly to fine arts patrons.
- * Please be advised that your photos and business name may be used in the City's promotion of this event.

For more information contact
Carolyn Crosby: 301-258-6350 * ccrosby@gaithersburgmd.gov
Kristy King: 301-258-6425 * kking2@gaithersburgmd.gov

The Kentlands Mansion Fall Fine Arts and Crafts Show

Saturday, October 8 & Sunday, October 9, 2011
Kentlands Mansion, 320 Kent Square Road, Gaithersburg, MD 20878

Application Deadline: August 26, 2011

Artist's Name _____

Studio/Business Name _____

Address _____

Work Phone _____ Home Phone _____ Cell phone _____

Fax _____ E-mail (required) _____

Maryland Tax # _____

Media Type _____

Description of Work _____

of Spaces Required (spaces are approximately 6'x8'; max. 2 per artist) _____

Will you require electricity? (limited availability; requests will be granted in the order received) _____

Do you wish to rent a tablecloth (\$25 per cloth)? _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made well in advance of the program. Please indicate what accommodations are necessary: _____

Application Deadline: Friday, August 26, 2011

All applications will be juried and artists will be notified of status by September 2, 2011. Space is limited. No more than 25 artists will be selected.

Booth Fees* (per space)

City of Gaithersburg Resident - \$100 (1st space) Nonresident - \$150 (1st space)

2nd space- please add \$50

*Your payment will be processed only if you are selected to participate.

Payment (Make checks payable to: **City of Gaithersburg**)

Amount Paid \$ _____ Cash Check # _____

CREDIT: Check one: VISA MC Discover Credit Card # _____

Exp. (Month/Year) _____ Print Name _____

Signature _____

Mail application, payment and CD to: Fall Fine Arts & Crafts Show, 506 S. Frederick Ave., Gaithersburg, MD 20877.

For Office Use Only

Date Received _____ Resident Nonresident / Accepted: Yes No / Processed: _____ Notified: _____



The Kentlands Mansion Fall Fine Arts and Crafts Show

Terms and Conditions

This application, when properly executed, shall constitute a valid and binding agreement between the Artist and the City of Gaithersburg (the City). The City reserves the right, in its sole and absolute discretion, to reject any application, or to limit participation in the event.

1. **Deadline for application is Friday, August 26, 2011.** All applicable fees must be included with application.
2. Application and payment do not imply acceptance. If accepted, you will receive notification and additional information once your application has been processed.
3. Artists not accepted into the show will be notified and payment will be returned. Once accepted, no refunds will be issued unless the City cancels the event.
4. A standard booth space is approximately 6' x 8'.
5. The Mansion will provide one 6' table and two chairs.
6. Electricity is available for a limited number of spaces. Requests will be granted in the order received.
7. Artist may not begin to dismantle before 4 p.m. on Sunday, October 9, and must be completely dismantled by 7 p.m.
8. Artist shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with the Artist's participation in the event. Artist shall indemnify, defend and hold the City harmless for any taxes (including fees and penalties, if any) required to be paid by the City in connection with the Artist's activities under this contract.
9. Failure by Artist to adhere to any provision of this agreement may result in cancellation of this agreement, or removal from the event.
10. Artist may not assign this agreement, trade, sell, share, or otherwise transfer the advertising or exhibiting rights provided for in this agreement.
11. Artist shall abide by all state or local fire regulations including but not limited to: storage and booth construction shall not block access to fire/life safety equipment and shall not impede exit access.
12. Any and all matters not specifically covered by the preceding regulations shall be subject to the determination of the City. The City shall have the full power to interpret, amend and enforce these regulations, provided reasonable notice of any amendments is provided to the Artist.

I certify that I have read and understand the Application, Event Information, and Terms and Conditions for The Kentlands Mansion Fall Fine Arts & Crafts Show to be held Saturday, October 8 and Sunday, October 9, 2011.

I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for the Fine Arts and Crafts Show will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to sell my work.

By participating in this event, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the event, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the event, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the Fine Arts and Crafts Show by individuals or groups other than City of Gaithersburg officials, departments, or committees does not constitute City of Gaithersburg endorsement.

Applicant's Signature _____

Date _____

Applicant's Printed Name _____