

APPLICATION

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THE CHRISTMAS CONNECTION – ARTISTIC CREATIONS FAIR!

NOVEMBER 3, 4, and 5, 2017 Location: Kingsport Civic Auditorium

Sponsored by: City of Kingsport, Office of Cultural Arts (423) 392-8414

www.EngageKingsport.com or www.KingsportTN.gov

The Christmas Connection is a very well established cultural event in Kingsport, hosting some of the region's best craft artists. This favorite holiday staple is looked forward to year after year! In 2017, this will be the 38th consecutive year serving the artists and the community! The Civic Auditorium will host artistic creations in various media, just in time for Christmas gift shopping. This year's event will take place the first full weekend in November. November 3, 4, 5, 2017.

July 1 – DEADLINE for applications & photos. No cost to apply!

August 1 – Notification of acceptance & Invitations will be sent to accepted vendors.

August 15 – All payments are DUE from accepted applicants. See booth fees on accompanying form. Spots are not saved – Even if invited, your spot is not secured until payment is received.

Acceptance is by invitation only. All applications are reviewed by a selection committee, taking various factors into consideration in order to create a high quality, attractive show having a good mix of artistic and crafting creations. There will be a limited number of exhibitions for each category or media.

*Please Note: Preference will be given to items that are "Hand-Crafted" vs. "Retail/Manufactured".

Please send your application no later than July 1st. Space is limited.

All applicants must submit a total of 5 current color photographs along with their written application (good quality images suitable for promotional use). Photos will be kept. Your images must accurately represent your CURRENT work. Items not included in selection process may not be allowed in show. Trying a new item? Wonderful! ☺ Just make sure to let us know! This protects both you and your neighbors, and helps us with booth placement. The Office of Cultural Arts reserves all rights to reject specific items from display.

If you prefer to mail your application, return your application & photos to the following address:

**Christmas Connection
City of Kingsport, Office of Cultural Arts
1200 East Center Street
Kingsport, Tennessee 37660**



You may also scan and email your application & photos to the following email:

ChristmasConnection@KingsportTN.gov

*(please make sure your images are a small enough file size to send thru email if choosing this option)

The Office of Cultural Arts (OCA), part of the City of Kingsport, connects, coordinates and engages the public with a creative community. We operate the Renaissance Arts Center, the Farmer's Market, the Kingsport Carousel, the Carousel Fine Craft Show, Kingsport Public Art Program, Engage Kingsport Performing Arts Series, Art in the Heart Art Gallery, and a broad range of support to the area's arts organizations. The OCA works in tandem with Engage Kingsport, Inc., the "Friends of the Cultural Arts" group, a private, volunteer-led 501(c)3 non-profit community organization.

About the City of Kingsport

Founded in 1917, the [City of Kingsport](http://www.cityofkingsport.com) (pop. 53,000) is located on the Tennessee-Virginia border at the crossroads of I-81 and I-26 near the geographic center of the eastern U.S. The city is widely known as a planned community, designed by renowned city planner John Nolen and wrapping around the foot of Bays Mountain – a 3,500 acre park, nature preserve, planetarium and observatory. Kingsport is recognized as an International Safe Community by the National Safety Council, a Healthier Tennessee community, and won the 2009 Harvard Innovations in American Government Award for its higher education initiatives. While many city names are duplicated throughout the U.S., there's only one Kingsport – a fact that invokes community pride, known locally as the "Kingsport Spirit."

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PLEASE PRINT

APPLICATION
THE CHRISTMAS CONNECTION

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NAME _____

BUSINESS NAME _____

LIST ANY EXHIBITIONS / CRAFT AFFILIATIONS _____

How did you hear about the Christmas Connection? _____

Have you ever had a booth in Christmas Connection before? _____ Year(s) _____

Tell us about your work:

Would you consider being a demonstrator during the show? Yes ___ No ___ Maybe ___

Circle ALL media categories that apply (anything that would be found in your booth):

Primitive or Country Crafts | Assemblage | Floral wreaths/décor | Wood | Metal | Photography
Natural Materials | Man-made Materials | Jewelry | Glass | Furniture | Fiber | Pottery | Clay
Mixed Media | Painting/Drawing | Paper crafts | Lotions | Soap | Leather | Candles | Food
Christmas-themed | Commercial | Clothing | Computer Graphics | Other _____

Which category best describes your craft? _____

Is your craft hand-made? What percentage?

___ % Hand-crafted ___ % Retail/Manufactured ___ % Assembled/Constructed

Please give accurate representation of the items that would be in your booth:

I form/mold every material into unique creations.

I piece together found objects to create one-of-a-kind assemblage.

I paint found objects/molds/wood.

I purchase items for resale.

I make a food or lotion or topical treatment.

I make every piece from scratch.

I sell a commercial product

other: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (_____) _____ ALT # (_____) _____

E-MAIL _____ WEBSITE _____

Booth size in 2017 will remain 8' x 10.' If you require more space, please consider asking for a Double Booth for \$230. Or specifically request the East, West, FunFest, or Club rooms, which allow for slightly larger booth spaces.

I am interested in: ___ 1 Booth (\$115) ___ Double Booth (\$230) Comment: _____

Do NOT send a check with your application. If you are selected you will be notified and sent an invitation packet, which you will return with your booth check.

___ Yes, I have included 5 photos of my artistic creations (good quality suitable for promotional use).

GUIDELINES

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38th Annual Christmas Connection - November 3, 4, 5, 2017

LOCATION: Civic Auditorium • 1550 Fort Henry Drive • Kingsport, Tennessee 37664

DISPLAY AREA: Over 8,000 square feet

SCHEDULE:

(OPEN TO VENDORS)	Set-up	Thursday	Nov. 2	11:00 AM - 8:00 PM
(OPEN TO VENDORS)	Set-up	Friday	Nov. 3	8:00 AM – 11:30 AM
	Show	Friday	Nov. 3	12:00 Noon – 7:00 PM
	Show	Saturday	Nov. 4	10:00 AM – 5:00 PM
				(OPEN TO VENDORS for setup: 9:00 AM)
	Show	Sunday	Nov. 5	12:00 Noon – 4:00 PM
				(OPEN TO VENDORS for setup: 11:00 AM)
BREAK-DOWN		Sunday	Nov. 5	5:00 PM – 8:00 PM

**** There will be no set-up or breakdown during show hours! Please plan accordingly. ****

FEES: \$115.00 each 8' by 10' booth. All booths will be at least 8' x 10' depending on location. Limited Number. The Christmas Connection is Free Admission to the public.

EXHIBITIONS: The selection committee reserves the right to reject specific items. There will be a limited number of exhibitions for each category or media. A Christmas theme is recommended for each exhibit.

**Please Note: Preference will be given to items that are "Hand-Crafted" vs. "Retail/Manufactured".*

EQUIPMENT: The sponsor will furnish 8' tables and chairs. The exhibitor will provide all display equipment. *Electrical outlets are limited.*

PARKING: Adequate parking adjacent to the building

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- ◇ Each artist is responsible for paying his/her portion of applicable TN sales tax. All financial transactions and taxes are the sole responsibility of the exhibitor (information will be provided)
 - ◇ Artists may exhibit only in the medium(s) in which he/she was accepted.
 - ◇ Exhibitors must remain open for business for entire show, no early breakdowns.
 - ◇ It is the exhibitor's responsibility to have the display staffed at all times.
 - ◇ Please plan for sufficient inventory.
 - ◇ Cars must be moved from loading zones once loads are complete.
 - ◇ The number of light bulbs allowed will be limited due to circuit overloads.
 - ◇ All excess materials, cartons and tables must be concealed or removed
 - ◇ Alcoholic beverages are prohibited, no smoking, service animals only.
 - ◇ Damage to the facility is the responsibility of the exhibitor
 - ◇ No propane gas, spray paint or hazardous materials are permitted
 - ◇ No open flames or equipment which produces fumes or loud noises are allowed