

# APPLICATION

**THE CHRISTMAS CONNECTION! - Artistic Creations Fair**  
**NOVEMBER 1, 2, 3, 2019** Location: Kingsport Civic Auditorium  
Sponsored by: City of Kingsport, Office of Cultural Arts (423) 392-8414  
[www.EngageKingsport.com](http://www.EngageKingsport.com) or [www.KingsportTN.gov](http://www.KingsportTN.gov)

The Christmas Connection is a very well established cultural event in Kingsport, hosting some of the region’s best craft artists and is looked forward to year after year! In 2019, this will be the 40<sup>th</sup> consecutive year serving the artists and the community. This year’s Christmas Connection returns to the first weekend in November at the Civic Auditorium. Dates of 2019 show: November 1, 2, 3, 2019.



**July 1** – DEADLINE for applications & photos. No cost to apply!  
**August 2** – Notification of acceptance & Invitations will be sent to accepted vendors.  
**August 16** – All payments are DUE from accepted applicants. See booth fees on accompanying form. Please note: Invited vendors are not confirmed for show unless 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 1<sup>st</sup>.** Space is limited. -----

Scan and email your application, along with 4-6 photos to the following email:  
[ChristmasConnection@KingsportTN.gov](mailto:ChristmasConnection@KingsportTN.gov) \*(please make sure your images are a small enough file size to send thru email if choosing this option)

Or you may mail your application (application form + photos) to the following address:

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



All applicants must submit a total of 4-6 current color photographs along with their application (good quality images suitable for promotional use). Photos will not be returned. Your images must accurately represent your CURRENT work. Items not included in selection process may not be allowed in show. Trying a new craft style or 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.

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*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, Kingsport Public Art Program, Engage Kingsport Performing Arts Series, 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

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 2019 will remain 8' x 10.'** If you require more space, please consider asking for a Double Booth for \$230. Or specifically request the East, FunFest, Conference, 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. Only at that point will you need to send in your booth check.**

\_\_\_\_\_ Yes, I have included 4-6 photos of my artistic creations (good quality suitable for promotional use).

# GUIDELINES

## **THE CHRISTMAS CONNECTION – ARTISTIC CREATIONS FAIR!**

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### **40<sup>th</sup> Annual Christmas Connection - November 1, 2, 3, 2019**

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

**DISPLAY AREA:** Over 8,000 square feet

**SCHEDULE:**

|                   |             |                 |               |                                       |
|-------------------|-------------|-----------------|---------------|---------------------------------------|
| (OPEN TO VENDORS) | Set-up      | Thursday        | Oct. 31       | 11:00 AM - 8:00 PM                    |
| (OPEN TO VENDORS) | Set-up      | Friday          | Nov. 1        | 8:00 AM – 11:30 AM                    |
|                   | <b>Show</b> | <b>Friday</b>   | <b>Nov. 1</b> | <b>12:00 Noon – 7:00 PM</b>           |
|                   | <b>Show</b> | <b>Saturday</b> | <b>Nov. 2</b> | <b>10:00 AM – 5:00 PM</b>             |
|                   |             |                 |               | (OPEN TO VENDORS for setup: 9:00 AM)  |
|                   | <b>Show</b> | <b>Sunday</b>   | <b>Nov. 3</b> | <b>12:00 Noon – 4:00 PM</b>           |
|                   |             |                 |               | (OPEN TO VENDORS for setup: 11:00 AM) |
|                   | BREAK-DOWN  | Sunday          | Nov. 3        | 4:05 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

- 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.

