



55th Annual Holiday Show
November 22 - December 24, 2018
Monday through Saturday 10:00 a.m. - 8:00 p.m.
Sunday 1:00 p.m. – 5:00 p.m.

Call to Artists

LeMoyne Arts is looking for 100 artists and fine crafters to fill our gallery with original pieces to delight the thousands of guests that visit the Holiday Show to find that unique gift. Our goal is to increase sales of artisan-made items and put art into the hands of the people. Come and be a part of a Tallahassee tradition that transforms the LeMoyne Arts gallery into a winter wonderland visited by art lovers of all ages.

Terms and Conditions

- 1) A \$40.00 **non-refundable** application fee is required at the time of application. This fee includes an individual membership to LeMoyne Arts. Use this opportunity to renew your membership, **or if you are a current member of LeMoyne at time of application**, you may gift the membership to anyone of your choice; please indicate on the last page of the application the recipient of the membership.
- 2) **Important Dates:**
 - Holiday Show applications and sample images are due by **5:00 p.m., Friday, September 7, 2018.**
 - Acceptance notifications will be emailed by **Friday, September 14, 2018.**
 - Inventory lists are due to LeMoyne by **5:00 p.m. Monday, October 15, 2018.**
 - Barcoded labels will be available for pickup starting **Monday, October 29, 2018.**
 - Item drop off is between **10:00 a.m. and 5:00 p.m., Wednesday, October 31 – Monday, November 5, 2018.** (If special arrangements are needed, please contact staff **in advance** at (850) 222-8800).
 - Unsold work must be picked up between **10:00 a.m. and 5:00 p.m., Wednesday, January 2 – Saturday, January 5, 2019. Unsold items not picked up by 5:00 p.m. Saturday, January 5, 2019, will be considered a donation to LeMoyne unless other arrangements are made with staff in advance.**
- 3) Participants must be at least 18 years of age.
- 4) **All applicants**, including returning artists, must submit sample/representative images of the type of work to be entered in the Holiday Show to holidays@lemoyne.org by **5:00 p.m., Friday, September 7, 2018**, for review. Accepted applicants agree that LeMoyne may use images for advertising purposes.

- 5) LeMoyne reserves the right to not accept work that does not meet the vision and goals of the holiday show for quality and diversity. Accepted artists are encouraged to bring in some of your items for review prior to mass production. Call 850-222-8800 if you have any questions.
- 6) **Art Works: Accepted Artists should plan for the following:**
- Participants will be **required** to submit:
 - At least six (6) items priced \$30.00 or less.
 - One (1) 8"x8" canvas priced between \$50.00 and \$150.00. **LeMoyne will provide the canvas.**
 - Participants **may** also submit:
 - Additional items priced \$30.00 or less (quantity unlimited, but no more than 50 initially; LeMoyne will contact artists to restock).
 - Up to twelve (12) mid-range pieces priced up to \$250.00.
 - One (1) show piece, any price, representing your best work, sized no greater than 30" in any dimension.
 - An artist bio up to 100 words in length.
 - Your items should be designed and priced for holiday gift giving. Items priced below \$250 are encouraged, with items between \$35-\$100 selling best.
 - LeMoyne will be restocking on a regular basis, so if your work sells well please be prepared to provide more, if possible. You will be contacted by a Holiday Show restock coordinator as inventory dwindles to arrange times for delivery.
- 7) **Trademarked or copyrighted images will not be accepted!** Example: FSU logos, Disney characters, etc.
- 8) **All artwork must be for sale.** We will not accept items listed "Not for Sale".
- 9) Inventory lists **MUST** be sent to us **electronically** in Excel or Word. Artists submitting hand-written, printed, or scanned copies will be charged a \$25 transcription fee. Templates are available on our website at <http://www.lemoyne.org/holiday-show/>.
- 10) Artists will be responsible for tagging their own artwork with LeMoyne Arts barcoded labels, which will be available for pickup starting **Monday, October 29, 2018**. **Non-LeMoyne** labels are **NOT** acceptable.
- 11) Work must be delivered to:
- LeMoyne Arts**
125 N. Gadsden Street
Tallahassee, FL 32301
- 12) LeMoyne's consignment is a 60/40 split; the **artist receives 60% of the sales price** and LeMoyne receives 40%. This percentage is non-negotiable.
- 13) Artists are encouraged to create new and exciting work in order to continue to keep the Holiday Show fresh and unique.

- 14) Accepted artists are encouraged to provide a bio and/or artist statement, approximately 100 words or less, along with a photo of the artist. Providing background information is a great way to boost sales as customers are more likely to buy an item with a story behind it. You can email the bio and photo to holidays@lemoyne.org.
- 15) **Artists agree to hold LeMoyne Arts harmless in the event of loss or breakage.**



2018 Holiday Show Artist Application

I agree to the Terms and Conditions listed above for participation in the LeMoyne Arts Holiday Show.

Artist's signature _____ Date _____

Printed Name _____

Email Address _____ Phone _____

Mailing Address _____

If you wish to give your membership to another person, please check this box: and complete the following:

Recipient Name _____

Recipient Email Address _____ Phone _____

Recipient Mailing Address _____

Please submit this form with your \$40 payment.

Email application to: holidays@lemoyne.org

~OR~

Mail application to:

LeMoyne Arts Holiday Show - 125 North Gadsden Street - Tallahassee, FL 32301

For further information and instructions call 850-222-8800 or email holidays@lemoyne.org

Office Use only:

Date Received _____ Check # _____ Clover Trans # _____

Date CC ran _____ Membership Issued Date _____

Application Approved by _____