

# CALL FOR ENTRIES

## The 9th Annual Ornament Show & Sale

Annmarie Sculpture Garden & Arts Center, Dowell (Solomons), MD

*In Association with the Smithsonian Institution*

13480 Dowell Rd., P.O. Box 99, Dowell, MD 20629

[www.annmariegarden.org](http://www.annmariegarden.org) 410-326-4640 [giftshop@annmariegarden.org](mailto:giftshop@annmariegarden.org)



**Open to all arts & crafts media**

**Show Dates: November 18, 2016 – January 1, 2017**

*Individual and Group Applications welcome!*

### About **THE ORNAMENT SHOW** – an invitation to apply!

The Annmarie Gift Shop invites artists and craftspeople to apply to the 9th Annual Ornament Show & Sale to take place during the 2016 holiday season. The Gift Shop invites artists and craftspeople working in any medium to apply - fine arts, folk art, and craft media, toys, etc. Individuals, as well as groups may apply. The beautiful Main Gallery of the Murray Arts Building will be the setting for the show. All sales will run through the Gift Shop, so artists need not be on site every day (all artists are encouraged to volunteer one night during the holidays to help monitor the show). Deadline to apply is October 1, 2016. All applicants must pay a **non-refundable application fee** of \$15.

### About **THE HOLIDAY SEASON**

The ornament show will be one of several holiday activities at Annmarie. Our award-winning holiday light show, *Garden In Lights*, as well as two beautiful exhibits, will complement the Ornament Show. In past years, *Garden In Lights* has attracted over 15,000 people. Participating artists will receive 4 guest passes to visit *Garden In Lights*.

### About **ANNMARIE SCULPTURE GARDEN & ARTS CENTER**

Annmarie is a beautiful arts center located in scenic Solomons, Maryland, on the Chesapeake Bay. Since 1992, the Garden has captivated visitors of all ages with its natural setting and exceptional programs and events. The centerpiece of the Garden is the exquisite 15,000 sq ft Murray Arts Building. The building features a revolving schedule of exhibits, special events, programs, a gift shop, and gala occasions.

### **ENTRY REQUIREMENTS**

1. This **show is open to all arts and crafts media**; all artists must pay the non-refundable application fee of \$15.
2. Work must be original and must be displayed on and around a **non-traditional display structure OR altered tree of silver, white or gold in color**. Lights are encouraged. The style of the display is up to the artist, but artist must provide all of their own display materials, display stands, tables, tablecloths, etc. Artist(s) must set up their own display. There is a four foot space limit for each display. **The application requires you to provide a drawing OR provide a photo of your display.**

3. **We strongly encourage artists to stay within a retail price range of \$4-\$28 for each ornament.** We seek a variety of types and styles of ornaments. Keep in mind that ornaments make great presents for men, women, and children. We want diversity and originality!
4. Artist(s) shall only display works typified by their application photos or samples. Only the works of the accepted artist(s) may be sold or displayed at the Ornament Show.
5. All artists must have their display set up by November 16, 4:00pm, no exceptions.
6. Displays must be **adequately stocked for the duration of the show.** Artists must provide enough ornaments to keep their display adequately stocked for the duration of the show. Please note that artists who personally keep their display stocked will enjoy a better commission rate. The Gift Shop will re-stock your tree if artist is not able, but this will affect your commission rate. Please note that sparsely decorated or empty displays will be removed.
7. Artist(s) **are responsible for all set up.** All ornaments must include hooks or fasteners to secure to the display. Please keep in mind that visitors will shop off the displays, so you must develop a hanging system that is user-friendly. We cannot be responsible for any breakage resulting from an ill-conceived hook system.
8. Each participating artist is **strongly encouraged to volunteer** during an evening (6-9pm) of the Garden In Lights event. Artists who volunteer will enjoy a better commission rate!
9. Artist(s) must breakdown their displays on the prescribed dates following the closing of the Ornament Show. Only the artist(s) volunteering the last night of the show may breakdown at the close of that night. Please note that we will hold commission checks on any artists who have not picked up their displays and/or leftover stock.
10. Penalties for failure to abide by these rules include immediate removal of artwork in violation of these rules, ejection from this year's show, and possible suspension from exhibiting in future shows.

### Entry Form & **APPLICATION MATERIALS**

**Deadline to apply is October 1, 2016.** All applicants or applicant groups must complete the attached entry form and submit supporting materials. Incomplete applications will not be considered. Additional set-up information will be provided after acceptance. Please note the following on your entry form:

- **Sample/Image type of your ornaments** - At least two images or samples of the ornaments – images may be in the form of digital images, photographs, drawings, or a website link. If submitting drawings of proposed ornaments, please include at least one mock-up. The images/samples must be representative of your overall work. If a group is submitting an application, the samples must be representative of the entire group. Digital images should be .pdf or .jpeg format only. If your application is denied, your samples will be returned upon request - you may either pick them up or supply a self addressed and stamped envelope for their return.
- **Provide a photo of your display OR a detailed written description or drawing of your display.** Remember, it must be silver, gold or white. Indicate the approximate size of your display and the days you will set up and break down.
- Please attach a brief description of your **production process**, along with approximate retail price.
- **Non-refundable application fee** of \$15.

### Artwork **DELIVERY/RETURN/LIABILITY**

Artist(s) are fully responsible for all set up and break down of their display. Please refer to the Important Dates list for complete schedule information. Annmarie cannot assume any responsibility for broken, lost, or stolen ornaments. Instructions about how to tag and price your ornaments will be provided when and if your application is approved. Annmarie reserves the right to exclude any work that significantly differs from the entry images. Please note that your commission check will not be cut until AFTER you have picked up your display and stock.

### Sale **OF WORK**

All sales will be processed by the Annmarie Gift Shop. The Gift Shop will provide modest packaging materials to safeguard the patron's purchases, as well as add the appropriate sales tax. **If your ornaments require special packaging, please provide it; otherwise, your commission rate may be lowered to account for cost of additional or specialized packaging.** The Gift Shop will retain a percentage of the gross sales. Please note that each artist will enjoy a base commission rate of 60% to artist and 40% to Annmarie. Artists who provide assistance of some kind may enjoy a better rate - up to 64%. Depending on the level of artist support - volunteering at GIL, self-stocking your display, or providing packaging material, - your rate can increase up to 64%. Commission checks will be cut by February 1. Only one commission check will be cut per display including a group sharing one display. Please note that commission checks will be held for any artist who fails to pick up their display and/or leftover stock.

### Important Dates

<b>Application Deadline</b>	October 1, 2016	5:00pm
<b>Display Set up</b>	November 13-16	10:00am-4:00pm each daily
<b>Show Opens</b>	November 18	10:00am-5:00pm
<b>Restocking</b>	as needed	see show schedule
<b>Last Day of Show</b>	January 1	11:00am-9:00pm
<b>Display Breakdown</b>	January 2-5	10:00am-4:00pm each daily

**\*All commission checks will be cut by February 1st; commission checks will be held for those artists who fail to pick up their display and/or leftover stock.**

### Contact Information

Email: [giftshop@annmariegarden.org](mailto:giftshop@annmariegarden.org)

Phone: 410-326-4640 x 16

[www.annmariegarden.org](http://www.annmariegarden.org)

### Have you?

- Carefully read this 4-page document?
- Completed and signed the entry form signifying your agreement to the show guidelines?
- Included a photo or written description of your display and the day you will set up/tear down?
- Included images/samples of your ornaments?
- Provided a brief description of your production process along with approximate prices?
- Included your application fee payment?

### Send entry form & application materials to:

**The Ornament Show at Annmarie Sculpture Garden  
P.O. Box 99  
13480 Dowell Road  
Dowell, MD 20629**

2016 **THE ORNAMENT SHOW** & Sale - Entry Form

**Application Deadline: October 1, 2016** Individuals and group applications welcome!

Business/Group or Individual Name(s) \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email (REQUIRED) \_\_\_\_\_ Web: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Payment Form \$15 (non-refundable application fee)**

**Cash**       **Check** (Make check payable to: "Ann's Circle, Inc.")       **Charge (VISA or MC)**

**If paying by credit card, please complete this section:**

Credit Card number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_ SEC Code: \_\_\_\_\_  
**COMPLETE** Credit Card billing address: \_\_\_\_\_  
\_\_\_\_\_  
Name as it appears on credit card: \_\_\_\_\_  
Signature for credit card: \_\_\_\_\_

**Submission Requirements:**

**Please indicate your submission type(s):**

- Drawings/Sample** – submit drawings w/ at least 1 sample
- CD** –include at least 2 images
- Web Site**- at least 2 images
- Slides** – submit at least 2 slides
- Photos** – submit at least 2 photos

**Price Points** (retail price range of your ornaments): \_\_\_\_\_

**Creative process:** attach a very brief description of your creative process.

**Display Information:** please provide a photo of your proposed display **OR** a written detailed description/schematic. It must be silver or white. Be creative!

**Approximate dimensions of your display?** \_\_\_\_\_

**What day will you set up?** \_\_\_\_\_ **What day will you break down?** \_\_\_\_\_

**Sales:** will be processed through the Annmarie Gift Shop and a 36%-40% commission will be retained. Commission rate will depend on how much assistance the Gift Shop receives from the artists, including volunteering for an evening shift, stocking, providing packaging, etc.

**ALL APPLICANTS MUST SIGN THE ENTRY FORM:**

**I/WE intend to participate in the 2016 Holiday Ornament Show & Sale at Annmarie Sculpture Garden. I/We have read this four page document and do hereby happily agree to them!**

Signature of person who is authorized to sign for this artist or group \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_