



32nd Annual
Westport Creative Arts Festival
Staples High School, Westport, CT
November 17 and 18, 2007



General Information

The Westport Young Woman's League (WYWL) is proud to announce the 32nd annual Westport Creative Arts Festival (CAF) to be held November 17 and 18, 2007. CAF is a juried craft show that draws over 5,000 attendees and hosts over 150 artists each year. Considered among the best craft shows in the northeast, CAF gives artists the opportunity to exhibit their work in a prime market during the pre-holiday season. Excellent publicity and proximity to the New York metropolitan area ensure success.

CAF is a showcase for American crafts and the WYWL makes every effort to invite the best artists and exhibiting a variety of original work that expresses the artist's creativity and application of hand workmanship. Fine arts, such as painting and photographs, are not accepted.

Most importantly, CAF is sponsored by the WYWL, a non-profit organization, and CAF is its major fundraising event. WYWL distributes CAF's net proceeds to numerous charitable organizations in the community. These proceeds are derived from a 15% commission on gross revenues earned by each exhibiting artist above their booth fee and through admission sales. To contact and learn more about the WYWL, see: www.wywl.com

Eligibility & Standards

CAF is open to all craft artists regardless of race, color, creed, sex, or national origin who live and work in North America. *Not eligible:* Active and Sustaining WYWL members; or Dealers.

All work whether one of a kind or limited editions, shown at CAF must be well conceived and made with care, dexterity, and artistic skill. Work should express the artist's creativity and application of hand workmanship and include original, creative, and authentic design. All work must be created by the artist or under the artist's direct supervision and made substantially by hand. Each artist must exhibit the type and quality of work shown in the images submitted. Exhibiting artists are expected to attend the show in person.

Work must be made in the following categories: Basketry; Ceramics; Collectibles; Fiber--Decorative; Fiber--Wearable: Adult & Kids; Flowers & Herbs; Food; Glass; Jewelry; Leather; Metal; Mixed Media; Prints & Paper; Soaps & Candles; Toys; and Wood.

Not permitted: Fine arts such as photography and painting. Any item made from commercially available, pre-manufactured kits, parts, plans, patterns, or items; embellished commercially made objects and clothing; casts made from commercial molds.

Application Procedure

Entrants must use a NAME (Business or Primary Artist Name) that will remain consistent through the application, images, and checks. The Secondary Artist Name(s) is intended for collaborating artists.

The application must be completed in full for review. A \$30 non-refundable application fee payable to Westport Young Woman's League (WYWL) is due with the application. (\$25 fee returned check charge). Entrants must describe their work, materials, how it is made, and retail price of work intended for exhibit. Entrants must submit either digital images or slides of their work and booth shot for review. Do not send samples of work, unless you are a specialty food applicant, as they will not be accepted. **Applications must be postmarked no later than AUGUST 1, 2007**

NEW! Refer a New Artist to Apply

If you are an invited or accepted exhibitor, please refer a new artist to apply to CAF. If that new artist is accepted, CAF will reward you with a \$50 credit off your commission at the end of the show.

Invited Artists

CAF Selection Committee may invite past exhibitors based on sales, booth presentation, and quality, design, and originality of work. A letter and contract will be mailed to these artists in February. The signed contract and booth fee is a commitment to CAF. *Re-invite contract postmark deadline is MARCH 20, 2007*

Specialty Food Exhibitors

Food entrants must submit an application and product samples, a list of products intended for sale and pertinent literature. Acceptance food exhibitors will receive a local health department food permit with the contract.

Image Submission

Applications will not be juried unless all requested images and completed application are received. Images must be representative of type and price of work to be exhibited. WYWL is not responsible for application with slides/CDs mailed with inadequate postage or incorrect address. Do not send samples of work.

NEW! Digital Images:

1. Submit 5 high-resolution digital images of your work proportionally representative of work to be shown plus 1 booth slide from a recent show.
2. Digital image specifications are: 300 dpi; about 5 x 7" in size; saved in uncompressed .JPG format.
3. Submit images on a CDR disk with filenames that include numbers corresponding to image descriptions on application. CD must be clearly marked with Primary Artist Name. Emailed digital images will not be accepted. CDs will not be returned.
4. Include labeled thumbnail printout of all images.
5. Digital submissions will be reviewed in same manner as slides.

Slides:

1. Submit 5 standard, 2 x 2" slides proportionally representative of work to be shown plus 1 booth slide from a show in the past year.
2. Write Primary Artist Name on each slide and clearly mark top front of each slide.
3. Number images 1-6 to correspond to slide description on application.
4. Enclose slides in continuous plastic sheet.
5. Slides will be returned when enclosing a self-addressed, 78-cent stamped envelope.

Jury Process

CAF Selection Committee will review application and images and select approximately 150 exhibitors for the show. Invitations to selected 2006 artists will be sent in February and selection for all other entrants begins in April. **Applications are**

reviewed in the order that they are received.

Entrants will be notified immediately after review.

Acceptance Policy

Acceptance is based on quality, design, originality, booth presentation, sales potential, and the need for a balance of artists per category.

Entrants will receive a confirmation letter and contract when accepted. The signed contract and booth fee is a commitment to CAF. Please do not call to inquire about your application's status.

Each exhibitor must exhibit the type and quality of work shown in the images submitted to the CAF Selection Committee. The Committee reserves the right to remove single pieces or any exhibitor whose work varies widely from their application. No additional work may be displayed without prior approval of the Selection Committee.

Commission and Booth Fees

All exhibitors must provide the WYWL with a 15% commission generated on gross revenue from sales at the show. The minimum commission fee is the pre-paid booth fee.

Booths are available on a first-come, first-serve basis. The work of only one accepted entrant may be displayed in each assigned booth. Each booth will be provided with a fire-retardant, white drape, three-sided backdrop. Tables, top bars and electricity services are available for a nominal fee at time of contract.

Booth Sizes & Fees:

Standard booths

10x10'	\$300
10x15'	\$500

Corner booths

10x 10'	\$380
10 x 15'	\$580

Accepted entrants must sign and return the exhibitor contract, booth request, and non-refundable booth fee. This booth fee deposit is applied against the 15% commission due to WYWL at the end of the CAF. The booth fee deposit equals the minimum commission due to WYWL. Also, 15% commissions are payable on any future sales and orders generated by CAF participation for 3 months after the show.

Please note: these net profits generated by CAF commissions are used by the WYWL to directly help charitable organizations.

CT Tax Permit

Exhibitors must have a valid CT state sales tax permit. As an exhibitor, you accept all responsibility for remittance of all CT sales tax for any sales made at CAF. Forms can be obtained at www.ct.gov/drs

WYWL Annual Raffle

Exhibitors may voluntarily donate one (1) item of their work to the WYWL Raffle. WYWL members sell \$1 tickets in advance and at CAF. Donated items are displayed at the show and the drawing takes place on Sunday, November 18. All Raffle proceeds are distributed to local charitable organizations.

Advertising & Publicity

CAF advertises extensively through regional newspapers, radio, and magazines, direct mail and full color posters. Our show is listed on major craft show web sites. The Creative Arts Festival website <http://www.wywl.com/CAF/caf.html> provides show information and links to exhibitor's web sites.

Twenty-five (25) CAF postcards will be mailed to contracted entrants. Additional sets of 25 postcards may be ordered for \$6.00.

We reserve the right to use images submitted by accepted entrants for CAF publicity and advertising.

Liability

Each participant exhibits at his/her own risk. The WYWL, Staples High School, or the Town of Westport are not responsible for damage, theft, or loss of any kind.

Local Amenities

Lodging and restaurant information, area maps and set-up information will be provided to exhibitors in advance of show. During CAF liaisons will offer assistance to assigned exhibitors. Volunteers are available to help with unloading upon request.

**The 32nd Annual
Westport Creative Arts Festival
is sponsored by
The Westport Young
Woman's League
www.wywl.com**



Application Checklist Make Sure to Enclose...

- Completed application *postmarked by AUGUST 1, 2007*
- \$30 Application Fee (non-refundable) payable to WYWL
- 5 digital images or slides of work and 1 current booth image, all labeled with artist name and numbered to match application image descriptions.
- Self-addressed, 78-cent stamped envelope for slide return
- Mail Application to:

**Westport Young Woman's League
Attention: CAF Selection Chair
44 Imperial Avenue
Westport, CT 06880
203.222.1388
caf@wywl.com
<http://www.wywl.com/CAF/caf.html>**

Westport Creative Arts Festival 2007 Application

November 17-18, 2007 Staples High School, Westport CT 06880

Be sure to complete this application in full and make copies for your records Applications are reviewed in the order they are received. *Selection begins APRIL 2007.* Applicants will be notified after review. Application postmark deadline is *AUGUST 1, 2007.*

ARTIST INFORMATION (please print clearly)

Business Name: _____

(Name that remains consistent throughout the application, images, contract, checks, AND program catalog)

Primary Artist Name: _____

Secondary Artist(s): _____

(Names of collaborating artists)

Mailing Address:

Street _____ P.O. Box _____
City _____ State _____ Zip _____ - _____

Contact Information:

Phone: Studio/Gallery: _____ Home: _____

Work: _____ Cell: _____

Email Address: _____

Website URL: _____

Please CHECK all that apply:

- I am a New CAF Applicant
- I am a Returning CAF Exhibitor Year(s) _____
- I am interested in demonstrating my work at CAF
- I am interested in donating an item to the annual WYWL Raffle at CAF

How did you hear about the show? _____

Were you referred to CAF? Yes No

Business Name of referring CAF exhibitor: _____

APPLICATION FEE

\$30 non-refundable application fee payable to Westport Young Woman's League (WYWL) is due with application. Check #: _____

MEDIA

Check ONE category that best describes the majority of work you plan to display:

- | | | |
|--|---|---|
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Collectibles/Ornaments |
| <input type="checkbox"/> Fiber: Decorative | <input type="checkbox"/> Fiber: Wearable-Children | <input type="checkbox"/> Fiber: Wearable-Adult |
| <input type="checkbox"/> Dried Flowers & Herbs | <input type="checkbox"/> Food | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Leather | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Prints & Paper | <input type="checkbox"/> Soaps & Candles |
| <input type="checkbox"/> Toys | <input type="checkbox"/> Wood | |

TECHNIQUE Describe the methods and techniques used to create and produce your work:

IMAGES SUBMITTED (check one) Slides Digital .JPG files on CDR
Slides: number slides to correspond with descriptions. *Slides will only be returned with an enclosed self-addressed 78-cent stamped envelope for slide return.*
Digital: include labeled thumbnail printout of .JPG files to match descriptions. CDs will not be returned

Object	Technique	Medium	Size	Retail \$
1.				
2.				
3.				
4.				
5.				

Booth (show/date): _____

Retail price of work

Average price of objects you plan to display: \$ _____ Highest \$ _____ Lowest \$ _____

Highlight Craft Shows and Galleries Where Work Has Been Shown (location/Date)(or attach CV):

I have read the application & agree to abide by all procedures described therein.

Name (please print) _____

Signature: _____ **Date:** _____

Send completed application, payment, and any inquiries to:

CAF Selection Chair
Westport Young Woman's League, 44 Imperial Avenue, Westport, CT 06880
203.222.1388 caf@wywl.com
www.wywl.com/CAF/caf.html

W.Y.W.L. USE ONLY:

APPL #	CATEGORY	CHECK #	DEPOSIT #	AMOUNT REC'D	ARWH	DATE REC'D

Revised February 2007