

Trinity Lutheran Church & School
Artist & Artisan Faire Information
Saturday April 30, 2011

Dear Artists and Artisans,

On behalf of the members of Trinity Lutheran Church and School of Lansing, Illinois I thank you for your interest in being a participant in our Fine Arts and Fine Crafts Exposition entitled "Gifted by God ~ an Artists & Artisans Faire".

Purpose and Goals

"Gifted by God ~ an Artists & Artisans Faire", hereafter referred to as the "Faire" has as its heart, the clear and forthright purpose of providing a family-friendly environment in which both the members of Trinity Lutheran Church and School and the community-at-large can interact with gifted artists and artisans and, through them, discover and foster an appreciation for the talents and abilities God has given each of us.

The goals which have been set forth are four-fold in nature:

- 1) To highlight the gifts of artistic vision and creative ability endowed us by God, our creator;
- 2) To establish in the Lansing area a quality fine arts and fine crafts venue to showcase these gifts;
- 3) To encourage the community-at-large to support these gifted people and to promote increased interest in art and artisanship; and
- 4) To promote Trinity Lutheran Church and School as a member of the community and a source of spiritual nurture and encouragement for its people.

Eligibility and Event Composition

Eligibility for participation in the "Gifted by God ~ an Artists & Artisans Faire" is open to any individual with a desire to participate in an artistically formalized venue.

Suggested mediums / categories are Gemstones, Metal, Fabric, Stone (Granite - Marble - Slate - etc.), Composites (Mixtures of Synthetics [man-made materials], Minerals, Metal, etc.), Jewelry, Pottery, Ceramics, Glass, Wood, Graphic Arts (Painting - Watercolor - Photography - Charcoal - etc.), Literature, and Paper, but not specifically limited to those listed.

Works may include manufactured items and materials as a part of the end product, however, it is expected that the finished product be a unique creation / concept of each artist / artisan. *Manufacturer-branded items, mass produced products, or replicas are disallowed within the scope of this event.*

Event composition establishes definition within and limits the scope of the venue. The "Gifted by God ~ an Artists & Artisans Faire" is focused on the establishment of a quality art and fine craft venue using a quantified review of applicants by and through the selective use of reasonable and pertinent criteria customarily associated with comparable events.

This event is a moderately-sized venue with generous 10 ft. by 10 ft. display booths located within a single, spacious, open-commons, exhibition area. We will present the broadest possible spectrum of exhibitors with emphasis, during the seating selection process, on diversity and balance within the fine art and fine craft mediums.

Applicant Requirements and Submission Information

"Gifted by God ~ an Artists & Artisans Faire" is open to all people regardless of ethnicity or gender. Up to three applicants in the fine craft category may share a space with the contingency that one participant be named as the primary applicant. Two applicants in the fine art category may share a space with the contingency that one must qualify for seating and agree to sponsor the sharing artist.

This year, in an effort to increase the overall diversity of the venue and to encourage newer Artists and Artisans, Trinity is allowing the sharing of booth space between multiple mediums. This is made possible, in part, because of the increased booth size {10 ft. x 10 ft.} and for economic reasons that would allow more artists and artisans to participate with costs being shared. A Sponsored Artist or Co-Artisan Exhibitor need not independently qualify for seating, however, they must firstly have an Artist or Artisan (Primary Applicant) who is willing to share a space and secondly they must complete an application form and submit it along with that of the Primary Applicant. If the Primary Applicant does not qualify for seating any co-applicants will similarly not qualify. Additionally, co-applicants will be physically limited in the amount of inventory they may display {20% of a spaces total inventory based on physical quantity}.

All art and craft works presented for display must, however, conform to those specifications as outlined in the section titled **Display & Works Restrictions & Limitations**.

Each prospective Artist or Artisan, including Sponsored Artists and Co-Artisan Exhibitors, must submit a completed application form containing a brief description of their work including three (3) images / photos depicting their art or craftwork medium. Multiple artisans applying for a shared space must each include, on their application, the name(s) any other co-applicants and provide images of their work (See NOTE below).

Images may be 4x6 photos, JPEG format image files submitted on digital media (CD-ROM, Floppy Disk), or via a website where the images may be viewed. Digital image files may contain any watermarks, deemed necessary, for establishment of an individuals' copyright. Successfully seated artists / artisans can have their names, their artistic / craft medium, and contact information listed on the "Gifted by God ~ an Artists & Artisans Faire" webpage (electable option, see application form) of the Trinity website.

Visual materials will be returned to an applicant only if the submission includes a self-addressed postage-paid return mailer for that purpose and, lacking that, shall be destroyed after use. All application forms will be retained, regardless of seating status, to be used to call applicants where unexpected cancellations or vacancies occur and to compile a mailing list for future events.

To insure consideration for a "Faire" vacancy, the applicant should submit a completed application form on or before the deadline date of March 7, 2011.

NOTE : Applicants desiring to share an exhibit space, containing multiple mediums (fine craft category) shall provide the names of all participants and each individual shall fill out an application form. Where multiple mediums are exhibited by more than one artisan (fine craft category) the primary artisan's medium must comprise, at minimum, 60% of the total exhibited works for that space, and for purposes of categorical selection and balance, shall be considered as the principle category for that space. Any other artisan's secondary medium, in a shared space environment, (fine craft category) shall be limited to 20% of the total exhibited works of the seated artisan. In no case shall a shared craft space contain more than three (3) mediums total (1-primary & 2-secondary). Two artists (fine art category) may share a space with the contingency that one artist individually qualify for seating at the event and act as a sponsor for the second artist. The primary artists' works must comprise, at minimum, 80% of the total exhibited works for that space.

Submission Acceptance, Review & Applicant Seating

Submissions postmarked on or before the deadline will be accepted without prejudice. Applications will be compiled, as received, pending their review during the selection process which will begin following the March 7, 2011 submission deadline. Participation in a prior event does not guarantee seating for this or future venues.

Where equally qualified applicants for the same category and medium exist, the application having the earliest postmark date shall be given precedent for initial seating in the Faire. Any subsequent duplication of seating, as may be allowed within an individual medium, will only be made after first round selections are made and if remaining vacancies exist.

Trinity Lutheran Church and School or its designated representative shall be the sole determining entity with respect to the event make-up, category balance, and medium quantity and composition. With reference to that responsibility and authority, it may limit participation where it is evident that a point of saturation exists in any category or medium.

Successful applicants will be notified of their seating (receive space assignments), on or before March 21, 2011, and will have until April 8, 2011 to pay their admission fee. Payment of fees may be by personal check or money order, payable to **Trinity Lutheran Church**, and mailed to **2505 Indiana Avenue, Lansing, IL 60438**. (*Please Note: A \$10.00 late charge will be applicable to balances paid after the remittance due date.*) Artists and Artisans shall forfeit all rights to show in the "Faire" if their admission remains unpaid as of April 15, 2011.

Submissions postmarked after the deadline date will be accepted on a conditional basis and be considered only after all pre-deadline submissions are exhausted and if needed to fill a vacancy or cancellation.

Display & Works Restrictions & Limitations

Trinity Lutheran Church and School is focused on the creation of a wholesome uplifting environment in which peoples of all faiths, ethnicities, and walks of life can positively interact socially and through open commerce.

In support of that intended objective Trinity Lutheran Church and School and its authorized representative(s) shall reserve the right to be the sole determinant of the composition of the "Faire" and whereas they shall take direction in support of their beliefs, moral values, and behaviors as written in the Holy Bible, and in the interest and support of general public safety.

Prospective applicants are encouraged to evaluate their personal stance, with respect to these conditions and guidelines, before committing their effort and resources.

Works exhibiting and or encouraging behaviors and practices which are in conflict with those of Trinity Lutheran Church and the Lutheran Church Missouri Synod, are expressly prohibited. Any works which, by example, include expressions of offensive language, that portray graphic elements of nudity or explicit sexuality, that pose a physical danger, that contain creations and depictions of emotionally or psychologically disturbing imagery or symbolism, or that having any reference to satanism or the occult, shall not be allowed.

Any exhibitor whose work is found to transgress upon or be in opposition to the aforementioned beliefs, morals, ethics, or which may affect public safety shall be asked to remove said item(s). Refusal of the exhibitor to abide by these criteria and or to remove the offending material will result in a forfeiture of seating and subsequent denial of further participation in the event.

Artist & Artisan Assistance & Benefits

- Assistance with carry-in / carry-out of display materials
- Complimentary pre-faire breakfast.
- Break fill-in and lunch relief attendants.
- Church's Faire webpage will list an artist's / artisan's name, art / craft medium and contact information. (Electable Option Requiring Written Authorization)
- Advanced notification for future venues.

Cancellation & Fee Refund

A seated Artist or Artisan may withdraw from Faire participation and receive a full refund of fees provided such notification is received on or before April 18, 2011. Refund requests, due to cancellation after April 18, 2011 are contingent upon the successful seating of another applicant. No refund will be made, for any reason, after April 22, 2011 and the seat and any associated fees shall be forfeit without further obligation on the part of Trinity Lutheran Church & School.

Thank You & Best Regards,

Eugene Allen, Faire Coordinator, Trinity Lutheran Church & School

For questions or additional information please contact Faire Coordinator, Eugene Allen by phone at 708/474-8260 or by email at eugeneallen@allensite.com.

Please direct mail inquiries to Trinity Lutheran Church Art & Craft Fair, c/o Eugene Allen, 17202 Walter Street, Lansing, IL 60438.

General informational inquiries may be directed to the Trinity Lutheran Church office by phone at 708/474-7997.