

# JRA Day Artist Contract

JAMES RENWICK ALLIANCE

Saturday, December 2, 2017  
Space Reservation Application

Deadline: June 15, 2017

Please make two copies of the JRA Day Artist Contract Space Reservation Application. Keep one completed copy for yourself and return one original signed contract (pages 1 and 2) by mail by **JUNE 15, 2017**, to:

**James Renwick Alliance**  
c/o Jere Gibber & J.G. Harrington  
7221 Beechwood Road  
Alexandria, VA 22307

- New artist
- Returning artist
- Request same 2016 booth location

For questions about JRA Day and the application process, please contact:  
**Jere Gibber & J.G. Harrington 703.768.6987 jgibber@aol.com**

*\* program information*

\* Last Name: \_\_\_\_\_ \* First Name: \_\_\_\_\_

\* Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

\* Tel: \_\_\_\_\_ H / O / C

Alt Tel: \_\_\_\_\_ H / O / C

\* Email: \_\_\_\_\_

What is the best way to reach you? \_\_\_\_\_ H / O / C / email

\* Web site: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Pinterest: \_\_\_\_\_

Other social network: \_\_\_\_\_

Medium:  Ceramics  Fiber  Glass  Jewelry  Mixed media  Photography  Wood  Other \_\_\_\_\_

Description of type of art for sale: \_\_\_\_\_

Dimension ranges: \_\_\_\_\_

Price ranges: \_\_\_\_\_

Set-up (please check one):  6' x 2-1/2' table  4' x 8' panel  Both, if available

Will you have an assistant helping you (limit of one)?  Yes  No

How many invitational show cards will you need?  25  50  100

## Photographs, due by June 30, 2017

Reproducible 300 dpi JPEG photographs (at least 3) and  email  disk

photographic credit information; must reflect current work and be different than those previously used by JRA Day

Photo credit: \_\_\_\_\_

**Bio (50-100 words), due by June 30, 2017:**

Returning artists can review the 2016 online bio at [www.jraday.org](http://www.jraday.org):  no changes  email  see below

New artists:  email  see below

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I am a JRA member.

I agree to become a JRA member within a month of acceptance into the event and be a member on JRA Day.

I agree to the terms of this contract (pages 3-4). Completed applications will be considered in the order they are received. I understand that a limited number of applications will be accepted. If all spaces are filled, additional applicants will be placed on a wait list and contacted if an opening becomes available.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR JRA USE ONLY:</b> Contract rec'd: _____ Photos rec'd _____ Bio rec'd _____
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**LOCATION:** The Woman's Club of Chevy Chase, 7931 Connecticut Avenue, Chevy Chase, MD 20815

**DATE:** Saturday, December 2, 2017

**TIMES:** Artist set up: 9:00 - 11:00 a.m.  
Public exhibition: 11:00 a.m. - 5:00 p.m.  
Take down: 5:00 - 7:00 p.m.

**PUBLICITY:** Invitational show cards are scheduled to be available by September 15, 2017. Artists agree to distribute and/or mail the number of show cards indicated on the front of this contract and to publicize the show through their email lists and other electronic media (e.g., Facebook).

**PROGRAM:** The program will list participating artists in alphabetical order, including name, business name (if different), telephone number, email address, and web site.

**SIGNAGE AND IDENTIFICATION:** A sign will be posted on each table/board with the artist's name and business name. A name tag for the artist and an assistant will be posted at the space and must be worn at all times. There is a limit of one assistant per artist.

**UNLOADING/PARKING:** Porters will not be available. There is a ramp from the parking lot to the building. Artists must provide their own carts. Free parking is available. Artists and their assistants must park in the rear of the parking lot after unloading.

**SET UP/TAKE DOWN:**

1. Work may be brought into the building for **set up at 9:00 a.m.**
2. Upon arrival, artists should **proceed to their numbered tables/panel spaces.**
3. Tables/panels will be set up according to the **floor plan set by the JRA**; the floor plan may not be altered without advance approval by the JRA Day co-chairs.
4. Each artist will receive **one 6' x 2-1/2' table OR one 4' H x 8' W panel.** Consideration will be given for artists who request both, based on availability.
5. **Additional displays or furniture must be approved in advance.**
6. Up to **two chairs** will be provided for each space.
7. For the **tables**, artists will provide the cover, preferably to the floor; storage for supplies is limited to space underneath the tables. Before setting up artists should check table legs to make sure they are properly latched. Risers and exhibition furniture that fit on the table are permitted.
8. Pegboard **panels** are brown and the bottom of the panel is about 2-1/2' from the floor. Artists will need to provide standard peg board hooks. Storage space will be available behind the panel or nearby.
9. Artists are responsible for **lighting** their work if they require light other than general ambient lighting. Artists using lights are permitted to have one extension cord running out of their booth to an outlet. Artists will need to provide the equivalent of standard orange extension cords within and outside their booths and power strips for multiple extension cords if necessary within their booths.
10. **Packing may not begin until the show closes at 5:00 p.m.**
11. Exhibition **space must be left clean** at the end of the show.

**SALE PROCESS:**

1. Artist writes sales ticket, provided by the JRA, retains Copy 3, and holds item.
2. Purchaser takes sales ticket to JRA sales desk and pays by check, cash, or credit card. Copy 1 is retained at sales desk.
3. Purchaser takes Copy 2, the sales ticket marked "paid," back to artist to pick up item.
4. Purchaser retains Copy 2.
5. Artists provide own packing materials.
6. JRA shopping bags will be available (8" W x 6" D x 10" H).

**LUNCH:** An opportunity will be provided in advance to order a box lunch; the cost will be deducted from the artist's proceeds.

**TERMS OF PARTICIPATION:**

1. The artist must be a member of the James Renwick Alliance (the “JRA”) within a month of acceptance into the event and on JRA Day.
2. All work for sale by an artist must be original work of the artist. The artist or his/her representative must be present during JRA Day.
3. All works for sale at JRA Day must be marked with their retail prices. All payments by purchasers will be made to the JRA according to the procedures set by the JRA.
4. The JRA will receive 40 percent of all proceeds from the artist’s sales at JRA Day, exclusive of sales tax and any JRA member discount. The JRA will pay all credit card fees and sales taxes. Payment will be remitted to the artist no later than forty-five (45) days after JRA Day.
5. The JRA will not provide shipping. The artist may agree to provide shipping to purchasers and may include reasonable shipping charges on the invoice for a purchased work. In such cases, the JRA will remit the shipping charge to the artist along with the artist’s share of the proceeds from the sale.
6. The artist agrees to provide at least three representative photographs of work for sale by June 30, 2017. Photographs must reflect current work and be different than those previously used by JRA Day. The artist gives the JRA permission to use the artist’s name and any photographs provided to the JRA in all publicity relating to JRA Day, prior to, during and after the event and in any catalog or program for the event and to use photographs of the artist and/or the artist’s work taken during the event. The artist must have all permissions necessary for the JRA’s use of any photographs the artist provides. The JRA will make reasonable efforts to ensure that photographic credits are included with any use of the artist’s photographs if the artist provides such credits to the JRA, but does not guarantee that credits will be used.
7. The artist agrees to provide a 50- to 100-word bio by June 30, 2017, for use in all publicity relating to JRA Day, prior to, during and after the event and in any catalog or program for the event. The bio may be edited at the JRA’s discretion.
8. The artist agrees to abide by the JRA’s requirements for setup and post-event packing. The artist will not be permitted to store materials or works at the site of the event or the JRA office prior to or after the event. During the event, storage space will be limited as described above.
9. The artist agrees to be responsible for liability insurance as it relates to the artist’s work and the artist’s actions during the show. The artist agrees that the JRA shall not be liable for any loss or damage to any of the property of the artist or for any personal injury of the artist and/or an artist’s assistant during the event, set up, and/or take down. The JRA holds general liability insurance.
10. The artist agrees to notify the JRA no later than October 1, 2017, if the artist is unable to fulfill this contract. Artists who do not fulfill their contractual obligations shall not be considered for future JRA Day events, although extenuating circumstances may be reviewed on an individual basis.