

January 16, 2012

Call for Artists, Crafters, and Exhibitors for Arts Trek 2012!

Greetings!

You are invited to help promote awareness and appreciation of the arts in Shawnee by participating in Arts Trek 2012! We hope that you will join us and other amazing artists, crafters, and performers from our community and share your creative talents by displaying, demonstrating, and selling your work.



We are seeking many talented artists, crafters, and related organizations to participate by having booths to display/sell their wares and by giving demonstrations. We are also looking for musicians, dancers, poets, actors and singers from all genres to volunteer their talents and help us create an engaging, entertaining atmosphere. Additionally, we are inviting businesses and organizations to join us in promoting the arts in Shawnee by sponsoring the event and/or manning activity booths.

Please pass this info on to your friends and colleagues—the more the merrier! The event information and registration is available online at www.artstrek.org.

What is Arts Trek?

An innovative, exciting cultural experience, Arts Trek combines an arts festival with a performance walk. Anchored at the Mabee-Gerrer Museum of Art, this event is an arts adventure for everyone!

At the arts festival (10am-4pm), local artists and crafters display, demonstrate, and sell their arts. Visitors engage in free hands-on art activities (including a collaborative community artwork) sponsored by local organizations and businesses. Performers entertain visitors as they shop. Food vendors offer a variety appetizing treats and Oklahoma wineries present tastings of area vintages.

During the performance walk (10am-12pm) visitors encounter a variety of seemingly impromptu performances in non-traditional locations. The short performances occur in different locations on the St. Gregory's University campus, at the Museum, and at St. Gregory's Abbey. The visitors follow a map and a guide, walking to each performance location in one large group.

When?

Saturday, April 21, 2012, 10:00 am till 4:00 pm (setup from 8:00-9:45am)

- Advance registration is required for artists/crafters (vendors).
- The event is free and open to the public.

Where?

The Mabee-Gerrer Museum of Art is located on St. Gregory's University campus at 1900 W. MacArthur, Shawnee, OK 74804.

Booth spaces for artists, crafters, and performing artists are available for \$0-\$60

Indoor booth spaces are approximately 10' of wall space x 6' deep

- All indoor booth spaces are \$60; however, if you pledge to work on your art/craft at your booth or give a scheduled demonstration (or performance), your indoor space is \$40!
- Indoor booth spaces are limited and will be awarded on a first come, first served basis.
- A limited number of 8' tables & folding chairs available (by request; first come, first served).
- A limited number of spaces have access to electricity (by request; first come, first served).
- You may use the wall for hanging, but are responsible for bringing all tools and hardware.

Outdoor booth spaces can accommodate 10' x 10' canopies or simple table set ups:

- All outdoor booth spaces are \$20; however, if you pledge to work on your art/craft at your booth or give a scheduled demonstration (or performance), your outdoor space is FREE!
- A limited number of spaces have access to electricity (by request; first come, first served).
- Many spaces are naturally shaded.
- Participants are responsible for bringing all display and set-up equipment including tables, chairs, extension cords, and/or canopies (we recommend using weights and/or tie downs).

Sales:

All sales will be processed through the Museum Gift Shop.

- 25% commission will be charged on all sales, so price accordingly.
- Mastercard and Visa are accepted.
- Checks will be mailed by May 4.

How?

To participate in Arts Trek 2012, either complete the attached application and return to:

Attn: Arts Trek, Mabee-Gerrer Museum of Art
1900 W. MacArthur, Shawnee, OK 74804
(Fax to 405-878-5133)

OR You may also register completely online at: www.artstrek.org

Registration is due by MARCH 23!

Timeline:

March 23	Registration deadline
April 13	Tentative confirmation of booth location
April 20	Arts Trek! <u>optional</u> indoor booth set up from 2:00-4:00 pm
April 21	Arts Trek! indoor/outdoor booth set up from 8:00-9:45 am
April 21	Arts Trek! event 10:00 am – 4:00 pm

Contact for Artists/Crafters

Doug Gordon, Arts Trek Visual Arts Coordinator	artists@artstrek.org
Donna Merkt, Arts Trek Event Coordinator	info@artstrek.org
Mabee-Gerrer Museum of Art,	405-878-5605
1900 W. MacArthur, Shawnee, OK 74804	



Artist Exhibitor Registration

Please return this completed form by **March 23, 2012** to Attn: Arts Trek, Mabee-Gerrer Museum of Art, 1900 W. MacArthur, Shawnee, OK 74804. Questions should be directed to Donna Merkt at 405-878-5605 or info@artstrek.org.

Contact Person: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

E-Mail: _____

Description of art/craft to be displayed at booth: _____

Outdoor Space

\$20 Non-Demonstrating Artist

OR

\$0 Demonstrating Artist

Please choose one:

6'x10' (enough space for an 8' table & 2 chairs)

10'x10' (standard booth space)

other _____ (if available)

Please choose one or both. Required for FREE Outdoor Booth Space:

I am willing to give a 20-30 minute demonstration to inform visitors about my process.

I will be creating art at my booth.

Please choose any that apply:

I need access to electricity (if available). I will bring at least a 40' extension cord & power strip.

I would like to reserve a naturally shaded space (if available).

I will be bringing a canopy. Size: _____.

Indoor Space

\$60 Non-Demonstrating Artist

OR

\$40 Demonstrating Artist

Please choose one or both. Required for \$40 Indoor Booth Space:

I am willing to give a 20-30 minute demonstration to inform visitors about my process.

I will be creating art at my booth.

Please choose any that apply:

I need access to electricity (if available). I will bring at least a 20' extension cord & power strip.

I would like to reserve an 8' table and 1 folding chair (if available).

Since indoor spaces are limited, if they have all been awarded, please change my reservation to a comparable (non-demo/demo) outdoor booth space and refund the difference.

Do you have any special needs or considerations for your booth and/or demonstration?

Payment Information:

No payment necessary, I am a demonstrating artist requesting an outdoor booth space (\$0).

Check enclosed in the amount of \$_____ made payable to the MGMoA.

Credit card no. _____
Name on card. _____
Please circle one: Visa • MCard • Amex • Disc Exp. Date _____ Security Code: _____
Amount to be charged to credit card: \$_____ Billing Zip Code: _____

Arts Trek Exhibitor Terms and Conditions and Waiver of Liability

I understand that this is a legally binding contract and that I will be held to the terms of this contract. I understand that booths are distributed on a first come, first served basis and that exhibitors are not promised exclusivity in any way unless this agreement is amended by the Mabee-Gerrer Museum of Art (MGMoA). I understand that exhibit materials may not obstruct other displays or project into any aisle. I understand that the exhibit must be **set-up** in its entirety and attending personnel in place **by 10:00 a.m. on Saturday, April 21, 2012** and that I may **begin set-up at 8:00 a.m.** and that I may not **break-down the exhibit** until **4:00 p.m.**; early breakdown of the exhibit is contractually prohibited and will result in denial of exhibition space for future events. I understand that MGMoA reserves the right to make location/space changes, with no advance notice to the exhibitor, which the Museum believes will be in the best interest of the event. I understand that the MGMoA reserves the right to decline or prohibit any exhibit or portions thereof. I agree not to sublet or apportion the whole or any part of the exhibit space, unless authorized by the MGMoA.

I agree to obey all applicable laws and regulations of the city and/or county where the event is located. I acknowledge that the Mabee-Gerrer Museum of Art (MGMoA), St. Gregory's Abbey (SGA), and St. Gregory's University (SGU) do not maintain and are not responsible for maintaining insurance covering personal injury to the exhibitor, the exhibitor's personnel, or the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain insurance covering such losses or damages. I understand that the exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor or the exhibitor's guests, or that which is brought upon MGMoA/SGU premises on behalf of the exhibitor, and any and all property of MGMoA, SGA, or SGU that is used by the exhibitor. I understand that the exhibitor assumes complete responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display or caused by the exhibitor's employees. I indemnify and agree to hold harmless MGMoA, SGA, and SGU, their members, officers, directors, volunteers and employees against any and all liability whatsoever arising from the injury, loss, or damage, to any person(s) or the loss, damage, or destruction of the exhibitor's property.

Signature: _____ Date: _____

Please print name: _____

I am the parent or legal guardian of the above signed participant and have read the entirety of the foregoing document. I acknowledge and understand each of the terms of the document, and agree, for myself, and for the above signed participant, to be bound by its terms.

Signature: _____ Date: _____

Please print name: _____