

# JRACraft Day Artist Contract

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JAMES RENWICK ALLIANCE FOR CRAFT

Space Reservation Application

**Deadline: July 15, 2025**

*The application is a fillable PDF; if you prefer to complete by hand, simply print the PDF and hand write the information.*

**Saturday, December 6, 2025**

The show will be held at The Woman's Club of Chevy Chase, 7931 Connecticut Avenue, Chevy Chase, MD 20815.

*During the initial application period through July 15, 2025, preference will be given to artists who participated in JRACraft Day 2024.* Please make two copies of the JRACraft Day Artist Contract Space Reservation Application. Keep one completed copy for yourself and return one signed contract (pages 1 and 2) by mail or email by **JULY 15, 2025**, to:

**JRACraft Day, c/o Jere Gibber & J.G. Harrington, 7221 Beechwood Road, Alexandria, VA 22307  
703.768.6987, jgibber@aol.com**

☐ New artist    ☐ Returning artist: 2024    ☐ Returning artist: pre-2024

For questions about JRACraft 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:** \_\_\_\_\_ **Alt Email:** \_\_\_\_\_

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

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

X/Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

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

\* **Medium (choose up to 2):** ☐ Ceramics ☐ Fiber ☐ Glass ☐ Jewelry ☐ Wood ☐ Mixed media  
☐ Other \_\_\_\_\_

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

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

Price range: \_\_\_\_\_

Set-up request(s) (*a request does not guarantee approval*):

☐ 2024 booth location ☐ 6' x 2-1/2' table ☐ Located near (artist name) \_\_\_\_\_

☐ Request to provide own furniture (*no request necessary for table risers and exhibition furniture that sits on a JRACraft Day-provided 6' x 2-1/2' table*). Booth space that accommodates an artist's own furniture is limited. Submit the following information with request: (1) Booth layout showing furniture placement; (2) Description of each piece of furniture (panel, shelving, table, etc.); (3) Dimensions of each piece of furniture (H/W/D); (4) Photograph of furniture. If a request to use your own furniture cannot be accommodated, we will notify you by September 1, 2025, and you will be assigned a table.

**Assistant:**

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

Name: \_\_\_\_\_

**Photographs (*at least 3*), due by July 15, 2025:**

Photographs must reflect current work and be different than those previously submitted and/or used by JRACraft Day. Photographs must be reproducible 300 dpi JPEG files 500 KB or larger; be in a square format; show a single work, unless the works are related or a set (e.g., cup and saucer; earrings); show the entire piece of work; use a neutral, single-color, flat background; avoid use of display stands or easels; and be sent as attachments to an email.

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

Email photos as attachments to an email to [jgibber@aol.com](mailto:jgibber@aol.com)

**Bio (50-100 words), due by July 15, 2025:**

*Review 2024 online bios at [www.jracraftday.org](http://www.jracraftday.org)*

Returning 2024 artists ☐ no changes ☐ email ☐ Word document ☐ see below

New artists and pre-2024 artists ☐ email ☐ Word document ☐ see below

☐ I am a JRACraft member and agree to be a member on JRACraft Day.

☐ I agree to become a JRACraft member within a month of acceptance into the event and be a member on JRACraft 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

**FOR JRACraft USE ONLY:** Contract rec'd: \_\_\_\_\_ Bio rec'd \_\_\_\_\_ Photos rec'd \_\_\_\_\_

**TERMS OF PARTICIPATION**

**LOCATION:** The Woman's Club of Chevy Chase, 7931 Connecticut Avenue, Chevy Chase, MD 20815

**DATE:** Saturday, December 6, 2025

**TIMES:** Artist set up: 8:00 - 10:00 a.m.  
Public exhibition: 10:00 a.m. - 5:00 p.m.  
Take down: 5:00 - 6:00 p.m.

1. The artist must be a member of the James Renwick Alliance for Craft ("JRACraft") within a month of acceptance into the event and on JRACraft Day.
2. All work for sale by an artist must be the original work of the artist.
3. All works for sale at JRACraft Day must be marked with retail prices or a price list must be clearly available. All payments by purchasers will be made to JRACraft according to the procedures set by JRACraft.
4. JRACraft will receive 30 percent of the artist's sales from JRACraft Day, exclusive of sales tax. JRACraft will pay all credit card fees and sales taxes. A sales report will be sent to artists by JRACraft within fourteen (14) calendar days of the event. The artist agrees to confirm the sales report is correct or request corrections within ten (10) calendar days of the sales report being transmitted. If the artist confirms the sales report is correct by the deadline or if JRACraft and the artist agree on the payment amount within thirty (30) calendar days of the event, payment will be remitted to the artist no later than forty-five (45) days after JRACraft Day. Payment will be remitted later if any discrepancies in the sales report to be addressed are not resolved within thirty (30) calendar days of the event.
5. The artist agrees to provide at least three photographs of work for sale by July 15, 2025. Photographs must reflect current work and be different than those previously submitted and/or used by JRACraft Day. Photographs must be reproducible 300 dpi JPEG files 500 KB or larger; be in a square format; show a single work, unless the works are related or a set (e.g., cup and saucer; earrings); show the entire piece of work; use a neutral, single-color, flat background; avoid use of display stands or easels; and be sent as attachments to an email.
6. The artist gives JRACraft permission to use the artist's name and any photographs provided to JRACraft in all publicity relating to JRACraft Day, prior to, during, and after the event and in any catalog, and 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 JRACraft's use of any photographs the artist provides. JRACraft 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 JRACraft, but does not guarantee that credits will be used.
7. The artist agrees to provide bio information by July 15, 2025, and to allow the use of the 50- to 100-word bio in all publicity relating to JRACraft Day, prior to, during and after the event and in any catalog and program for the event. The bio may be edited at JRACraft's discretion.
8. Promotional materials will be available in PDF and JPEG formats. Artists agree to publicize the show through their email lists and other electronic media (e.g., Facebook, X/Twitter, Instagram).
9. The artist agrees to notify JRACraft no later than October 1, 2025, if the artist is unable to fulfill this contract. Artists who do not fulfill their contractual obligations shall not be considered for future JRACraft Day events, although extenuating circumstances may be reviewed on an individual basis.
10. JRACraft reserves the right to postpone or cancel JRACraft Day if there is insufficient artist interest or due to events beyond its control, including but not limited to inclement weather or government restrictions on gatherings. JRACraft shall notify participating artists promptly of any decision to postpone or cancel JRACraft Day. If JRACraft Day is postponed, all accepted artists shall be given the option to participate on the new date. If JRACraft Day is cancelled, all accepted artists shall be given preference for acceptance into the next scheduled JRACraft Day, provided they submit new applications by the deadline for the next show.
11. 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 JRACraft shall not be liable for any loss or damage to the artist's work or arising from JRACraft's reasonable actions in connection with the show, including but not limited to 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. JRACraft shall not be liable for any errors in information provided by the artist to JRACraft or for errors in the information provided on the show web site if the artist does not request a correction. JRACraft holds general liability insurance.

**PRESENCE:**

The artist or a representative of the artist must be present during JRCraft Day.

**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 8:00 a.m.**
2. Upon arrival, artists should **proceed to their numbered booth space.**
3. Booth spaces will be set up according to the **floor plan set by JRCraft**; the floor plan may not be altered without advance approval by the JRCraft Day co-chairs.
4. Set-up requests. *A set-up request does not guarantee approval.*
5. Each artist may request **one 6' x 2-1/2' table.**
6. **The availability of booth space that accommodates an artist's own furniture is limited and must be approved in advance.** Artists may request to provide their own furniture (*no request necessary for table risers and exhibition furniture that sits on a JRCraft Day-provided 6' x 2-1/2' table*). Artists must submit the following information with request: (1) Booth layout showing furniture placement; (2) Description of each piece of furniture (panel, shelving, table, etc.); (3) Dimensions of each piece of furniture (H/W/D); (4) Photograph of furniture. Artists will be notified by September 1, 2025, whether their requests are granted. If a request to use your own furniture cannot be accommodated, you will be assigned a table.
7. **All furnishings, goods, and supplies must fit in the booth space allocated.** Depending on the location of the booth, furniture must fit within a 6'-wide space or, if the booth is located in front of a window, an 8'-wide space.
8. For the **tables**, artists will provide the cover, preferably to the floor. Before setting up artists should check table legs to make sure they are properly latched.
9. Up to **two chairs** will be provided for each space.
10. **Storage space is limited** to space within each booth.
11. Artists are responsible for **lighting** their work if they require light other than general ambient lighting.
12. **All booth spaces have access to power.** Shared power strips are provided for artists in the center of the room. Artists are permitted to have one extension cord running out of the 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.
13. **Packing may not begin until the show closes at 5:00 p.m.**
14. Exhibition **space must be left clean** at the end of the show.

**SALE PROCESS:**

1. All works for sale at JRCraft Day must be marked with retail prices or a price list must be clearly available.
2. Artist writes sales ticket, provided by JRCraft, retains Copy 3, and holds item.
3. Purchaser takes sales ticket to the JRCraft sales desk and pays by check, cash, or credit card. Copy 1 is retained at sales desk.
4. Purchaser takes Copy 2, the sales ticket marked "paid," back to artist to pick up item.
5. Purchaser retains Copy 2.
6. Artists provide own packing materials.
7. JRCraft shopping bags will be available (8" W x 6" D x 10" H).

**SHIPPING:**

JRCraft 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, JRCraft will remit the shipping charge to the artist along with the artist's share of the proceeds from the sale.

**PACKING:**

The artist agrees to abide by JRCraft's requirements for set up and post-event packing. The artist will not be permitted to store materials or works at the site of the event or JRCraft office prior to or after the event. During the event, storage space will be limited as described above.