

JRACraft Day Artist Contract

JAMES RENWICK ALLIANCE FOR CRAFT

Space Reservation Application

Deadline: June 30, 2026

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

Saturday, December 5, 2026

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

During the application period through June 30, 2026, preference will be given to artists who participated in JRACraft Day 2025. Return a copy of the JRACraft Day Artist Contract Space Reservation Application and any related files as attachments (not as embedded images) or by upload link by email by **JUNE 30, 2026**, to **jjgibber@aol.com**.

Returning artist: 2025 Wait list: 2025 New artist: 2026 Returning artist: pre-2025

For questions about JRACraft Day and the application process, please contact:

Jere Gibber & J.G. Harrington 703.768.6987 jjgibber@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*):

2025 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, 2026, 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; maximum of 6), due by June 30, 2026:

Photographs must reflect current work and be different than those previously submitted and/or used by JRACraft Day. Images must be reproducible 300 dpi JPEG files between 500 KB and 50 MB; be in a square format, e.g., 1080 x 1080 pixels; 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; have file names in the format LastName-Image1, i.e., Harrington-Brooch1; and be sent as attachments (not as embedded images) or with a download link in an email to jgibber@aol.com.

File names of three required images

LastName-Image1: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

LastName-Image2: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

LastName-Image3: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

File names of three optional images

LastName-Image4: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

LastName-Image5: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

LastName-Image6: _____ Pixels: ____ x ____ FileSize: _____ KB or MB

Photo credit, if applicable: _____

Artist Statement (maximum 1000 characters including spaces) due by June 30, 2026:

Returning 2025 artist no changes email Word document see below

Review 2025 online Artist Statements at www.jracraftday.org

New or pre-2025 artist email Word document see below

I am or agree to become a JRACraft member within a month of acceptance into the event and to be a member through December 5, 2026.

I am submitting a complete application.

signed and dated application

request for use of own furniture, if applicable (no request necessary for table risers and exhibition furniture that sits on a JRACraft Day-provided 6' x 2-1/2' table)

Artist Statement, if applicable

At least three photographs in required format

I am submitting files as attachments (not as embedded images) or with a download link in an email to jgibber@aol.com no later than June 30, 2026.

I understand that incomplete applications or ones that do not meet the requirements will not be accepted.

I agree to the terms of this contract (pages 3-4). 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 _____ Photos _____ Artist Statement _____

TERMS OF PARTICIPATION

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

DATE: Saturday, December 5, 2026

TIMES: Artist set up: 8:00 - 10:00 a.m.
Show: 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/debit 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 with this application. 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 between 500 KB and 50 MB; 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 (not as embedded images) or with a download link in 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/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 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 Artist Statement information with this application, and to allow the use of the up to 1000-character Artist Statement in all publicity relating to JRACraft Day, prior to, during and after the event and in any catalog and/or program for the event. The Artist Statement 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, 2026, 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 JRACraft Day.

PROGRAM AND WEB SITE: The program will list participating artists in alphabetical order, including name, business name (if different), telephone number, email address, and web site address. The web site will be arranged by artist name.

SIGNAGE, IDENTIFICATION, ARTIST ASSISTANTS, AND REFRESHMENTS: A sign must be posted within each booth space with the artist's name and/or business name. Artists and assistants will be provided with name tags and they must be worn at all times during the show. There is a limit of one assistant per artist. Other than bottled water, no food or beverages are provided.

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 assistants must park at 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 JRACraft**; the floor plan may not be altered without advance approval by the JRACraft 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 JRACraft 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, 2026, whether their requests are approved. If a request to use your own furniture cannot be accommodated, a table will be assigned.
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 booth space.
10. **Storage space is limited** to area within each booth space.
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. **No tape is permitted on tables, walls, pillars, floor, doors, windows, etc. without prior approval.** JRACraft Day show organizers may provide delicate surface painter's tape on request. Otherwise, the only tape permitted is for use on items that an artist brings to the show. JRACraft may be assessed damages if this restriction is violated.
14. **The show is scheduled from 10:00 a.m. to 5:00 p.m.**
15. **Packing may not begin until the show closes at 5:00 p.m.**
16. Exhibition **space must be left clean** at the end of the show.
17. **Artists must vacate the premises (building, grounds, parking lot) by 6:00 p.m.**

SALE PROCESS:

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

SHIPPING: JRACraft 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, JRACraft 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 JRACraft'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 JRACraft office prior to or after the event. During the event, storage space will be limited as described above.