

INLIQUID TM art+DESIGN

A Very Kensington Christmas- Event Participation Form

Saturday and Sunday December 12 & 13, 2009, 1-6 pm

Saturday and Sunday December 19 & 20, 2009, 1-6 pm

Name _____

Address (include apt. #) _____

City _____ State _____ Zip _____

Phone (day/evening/cell) _____ Fax _____

e-mail _____ web _____

Please describe the type of work you will be selling at this event (e.g. framed prints, jewelry, etc.)

Artists are required to submit at least 3 digital images of their work to be sold at this event for screening. Please remember submission does not guarantee acceptance. Artists wishing to share a table must each be screened for participation.

This can be emailed to saraz@inliquid.com, subject: Kensington Christmas. Selected artists will be notified by November 20, 2009.

Event Details:

- A Very Kensington Christmas will take place on Saturday and Sunday December 12 & 13, and Saturday and Sunday December 19 & 20, 2009 from 1 pm until 6 pm at Greensgrow Farms, 2501 E. Cumberland Street, Philadelphia.
- The event will be held in a greenhouse with ample heating and some available electrical outlets. Note that this is not an ordinary exhibition space, so please plan ahead for any ground covering if you are going to be placing items elsewhere than on the table.
- Set up begins at 11:30 am and must be completed by 12:30 pm. All participants are responsible for **pre-event set up and post-event clean up of their individual spaces.**
- InLiquid will provide each participating artist with a 6' table (tablecloth not included), one chair, 20 event postcards/flyers as well as a jpeg announcement and web graphics. Also, InLiquid will handle all publicity for the event, press release, ads, etc. (additional cards can be provided for a additional fee of \$10 for 50 cards).
- No more than two artists may share a table. Artists sharing a table must each pay the shared table cost.

Please note that the participation fee is to help cover the production costs of the event.

Space is limited; no set-up should exceed a six and one-half foot square space. Please consider this should you decide to bring additional presentation materials for your table. Extra chairs will not be available on the premises, so please be sure to order any ahead of time.

Fees

Below is a breakdown of the participation fees for **each day**. All fees must be paid ahead of time and includes one 6' table and one chair.

InLiquid Artist Members:

Participation fee per day per artist	\$70	Extra chair/s rental	\$3 each
--------------------------------------	------	----------------------	----------

Non-InLiquid Artist Members:

Participation fee per day per artist	\$80	Extra chair/s rental	\$3 each
--------------------------------------	------	----------------------	----------

Shared table cost per an Artist:

Participation fee per day per InLiquid artist	\$50	Extra chair/s rental	\$3 each
Participation fee per day per Non-InLiquid artist	\$60	Extra chair/s rental	\$3 each

Reservations

The deadline for reservations and payment is November 20, 2009. It is imperative that you reserve by the specified deadline, as we will post the names of the participating artists and image of sample work on the web site. Space is limited and will be assigned on a first-come basis. Accepted artists will receive a confirmation e-mail by November 24, 2009.

Sales

The artist retains all money made from the sale of his/her work. Items must be priced below \$199. Artists are responsible for staffing their individual tables and also responsible for any/all damage to or loss of work. InLiquid takes no responsibility for artists' goods before, during, or after the event, or for packing material and change.

Donations

InLiquid does not retain a commission from any sales at the event; we are a nonprofit, and the participation fees go toward covering production of the event, so if you have a good day of sales, any donations would be gratefully accepted.

Cancellations

Cancellations must be received by December 1 to be eligible for a refund, no exceptions.

Payment

Enclose your participation fee payment (money order/check made payable to InLiquid, or credit card). Cash payments accepted in person only.

_____ InLiquid artist member _____ Non-InLiquid artist member
(Check one)

_____ Saturday, December 12 _____ Sunday, December 13 _____ Saturday, December 19 _____ Sunday, December 20
(Check one, for each day participating)

Amount (see fee breakdown on previous page)

Participation fee for Saturday, December 12: _____

Participation fee for Sunday, December 13: _____

Participation fee for Saturday, December 19: _____

Participation fee for Sunday, December 20: _____

_____ chairs @\$3: _____

Total enclosed: _____

_____ Check (include #)

_____ Credit Card*

Credit Card # _____

____/____ Exp. Date (mm/year) _____ card security code (csc) Street # _____ Zip code _____

_____ Cash

*We accept Visa, Mastercard, and American Express. We require the billing address' street number, zip code, and security code to process all credit cards.

Please sign below and return to InLiquid/Kensington Christmas; 1400 N. American Street, #314; Philadelphia, PA 19122 or via fax 215-235-3527. For questions and information, call 215-235-3405 or e-mail info@inliquid.com.

Hold Harmless Clause

By signing this document you agree to hold InLiquid and Greensgrow harmless for any damage to and/or loss of artwork and personal property before, during and after the event.

Artist Signature: _____ Date: _____

INLIQUIDTM art+DESIGN

A Very Kensington Christmas: Retain this page for your own needs.

Event Details:

- A Very Kensington Christmas will take place on Saturday and Sunday December 12 & 13, and Saturday and Sunday December 19 & 20, 2009 from 1 pm until 6 pm at Greensgrow Farms, 2501 E. Cumberland Street, Philadelphia.
- All artwork is to be sold for \$199 and below.
- You must reserve your space by November 20; spaces are limited and will be given on a first-come, first-served basis subject to screening.

Credit Cards:

InLiquid will have a credit card machine on hand to process credit card sales for any participating artists who may need it. There is a 10% charge for this service (this is to partially cover our expenses of setting up terminal/phone line, merchant fees, and administration). Forms and instructions will be provided at check-in. InLiquid will send you a check for the total amount of purchases minus the 10% processing fee within two weeks after the event.

You are responsible for:

- Providing your own change.
 - It has been recommended to us that you use a money pouch instead of a cash box.
 - If accepting checks, you should always make sure the name, address, and phone number are listed on the check.
- Providing any bags or material to wrap your work.
- It is suggested you have more than one person working your table, so someone can watch the table if you need to go to the bathroom or if you want to check out the other items available or socialize. We cannot guarantee the availability of having staff or volunteers to assist you throughout the day.

Things that are not necessary but are recommended:

- A note pad
 - to record items that are sold, (to help with inventory)
 - make a mailing list for future events
- Portfolio of other work
 - While items here are all priced \$199 and under, you might meet someone who would be interested in making a larger purchase in the future. [There is no guarantee of this, but it is best to be prepared.]
- Business cards, contact information, or brochures.

Remember:

The artist retains all monies made from the sale of his/her work. Artists are responsible for any and all damage to or loss of work. Both Greensgrow and InLiquid take no responsibility for artists' goods before, during, or after the event.

Participating artists will receive:

- one 6' table
- one chair
- 20 cards to distribute
- listing on the InLiquid Feature, with a link to personal website if applicable

For non-InLiquid members:

Please remember that InLiquid screens its artists and retains the right to ask for a sample or preview of participating work before accepted participation. Artists are responsible for making arrangements to fulfill this obligation. Submission does not guarantee acceptance. Work may be transmitted digitally by e-mail to saraz@inliquid.com. If need be, you can call 215-235-3405 to arrange an appointment with us.