



2920 Arlington Blvd.
Arlington, VA 22204
Email: Office@etzhayim.net
Phone: 703-979-4466

Hello Friends and Artists,

Thank you for expressing an interest in participating in our annual Artist Expo on **Sunday, December 11, 2016** from **11:30 AM to 4:00 PM**. The event will be held at Congregation Etz Hayim (2920 Arlington Boulevard – Route 50 – Arlington, VA).

Following this page you will find an Artist Participation Form, which needs to be filled out and returned by mail to:

Congregation Etz Hayim
Attn: Jason and Lita Miller, Art Expo Chairs
2920 Arlington Blvd.
Arlington, VA 22204

Below are answers to some frequently asked questions. If you need more information, please contact me by email CEHArtExpo@gmail.com

1. Congregation Etz Hayim will provide the artist with a space that measures at least 9 feet across by 6 feet deep for displaying artwork/crafts; we will also provide access to an electrical outlet if requested.
2. Congregation Etz Hayim will provide the artist with lunch – the artists are kindly requested to refrain from bringing food into the synagogue.
3. There is a flat, \$100 participation fee to participate in this year's Artist Expo. This fee is refundable until November 11, 2016. If the artist cancels after this date, Congregation Etz Hayim will retain the \$100 fee. There are no other commissions or charges for participating in the event.
4. Artist will provide own table (see next item for renting a table from us) and any table-top display items needed.
5. If you would like to rent a table (dimensions about 70" x 30") from us, please mark that on the accompanying form and add \$25 to the participation fee.
6. While we prefer that artists are present to sell their own goods, any knowledgeable representative is acceptable. The representative must be able to answer questions patrons may have about any art displayed.
7. Collection of monies for items sold is the responsibility of the artist, including any applicable sales taxes.
8. Congregation Etz Hayim will advertise the Artist Expo among its own members and around the Arlington community. Artists are encouraged to advertise the event among their friends, colleagues, and customers.
9. The artist will be able to set up starting at 8:30 the morning of the event, which allows for three hours before the event starts; and will have an hour and a half after the event to pack up when the show is over.

Thank you again for your participation; we look forward to seeing you on **Sunday, December 11th!**

Kind regards,
Jason and Lita Miller, Art Expo Chairpersons



Artist Participation Form

2920 Arlington Blvd. Arlington, VA 22204 • 703-979-4466 • Office@etzhayim.net

Artist/Company Name: _____

Participant Name (if different than above): _____

Address: _____

Telephone: _____ E-mail: _____

If you have a web address, please include: _____

Type of Art Being Exhibited: _____

Methods of Payment Accepted: _____

The artist agrees to be present (or have a knowledgeable representative present) for the duration of the event on Sunday, December 11, 2016 between the hours of 11:30 AM and 4:00 PM.

If you would you like to rent a 70"x 30" table from us, please indicate by checking this space and adding \$25 to your \$100 participation fee: _____

Do you need to be near an electrical outlet? If yes, indicate here: _____

A participation fee of \$100 (with no table rental) or \$125 (with table rental) must accompany this form. This fee is refundable until **November 11, 2016**. If the artist cancels after that date, Congregation Etz Hayim retains the full fee.

Collection of monies and sales tax is the responsibility of the artist.

Signature of Participant _____ Date _____

Return form with payment for either **\$100** (no table rental) or **\$125** (including table rental) made out to Congregation Etz Hayim to address above, Attention Artist Expo.