

12<sup>th</sup> Annual

# HOLLIS WINTER ART FAIR 2021

December 4, 2021

Dear Artist,

Thank you for your interest in the 12<sup>th</sup> annual Hollis Winter Art Fair. This event continues to improve each year, and we are thrilled you want to be part of it. This year will look slightly different than past years, as COVID has affected all aspects of our lives, but we feel confident we can make this work safely.

Hollis will host our annual fall fundraiser on October 10<sup>th</sup>, which includes both a silent and live auction. If you would like to donate an item to this event, please indicate on your application. This is an excellent way to introduce your work to our patrons.

Please complete & submit the following application no later than **OCTOBER 15, 2021**. Contact us with questions. (913) 441-0451 or [info@holliscenter.org](mailto:info@holliscenter.org)

Kind regards,

A handwritten signature in black ink that reads "Dave". The signature is stylized with a large, sweeping initial "D" and a cursive "ave".

**Dave Mareske**  
Executive Director  
Hollis Renewal Center

# HOLLIS WINTER ART FAIR 2021

Submit Application for entry by October 15, 2021 to  
Hollis Renewal Center · PO Box 402 · Bonner Springs, KS 66012  
Or by email: [info@holliscenter.org](mailto:info@holliscenter.org)

*Notification of acceptance status will be sent within 2 weeks of application arrival.*

Artist Name(s):			
Business Name:			
Mailing Address			
City/State/Zip:			
Phone(Day/Evening/Cell:)			
Email Address:			
Website:			
Social Media <small>(FB, Instagram, Twitter etc.):</small>			

## ALL WORK MUST BE CREATED BY ARTIST

Medium(s) : \_\_\_\_\_ ( ceramic, fiber, photography, wood, etc.)

Description of your work: \_\_\_\_\_

\_\_\_\_\_

Price range on artwork pieces:    **Lowest** \_\_\_\_\_ **Highest** \_\_\_\_\_

Check One:     **Will bring my own display** (note maximum size allowed is 8'x8')

Floor Dimensions of your display: \_\_\_\_\_

**Will use Hollis table(s)** Choose table size(s) & quantity required:     8' \_\_\_\_     6' \_\_\_\_     4' \_\_\_\_

Each Artist must submit a reproducible digital photo of their artwork with their application, to be used by Hollis to promote of the event. **Please send digital photos to: [info@holliscenter.org](mailto:info@holliscenter.org)**

## ARTIST'S PARTICIPATION STATEMENT/CONTRACT

It is UNDERSTOOD THAT—

**HOLLIS WINTER ART FAIR 2021** event is **10:00 AM - 6:00 PM** on **SATURDAY, DECEMBER 4, 2021**

My application is my commitment to participate fully from 10AM to 6 PM on Saturday, December 4, 2021. I have read the Winter Art Fair Information and agree to all the conditions stated.

Artist Name: \_\_\_\_\_ Date: \_\_\_\_\_

**I would like to donate an item for inclusion in the Hollis Fall Fundraiser on October 10, 2021**

# HOLLIS WINTER ART FAIR 2021

## ARTIST INFORMATION, PAGE 1

**When:** Saturday, December 4, 2021  
10AM-6 PM

**Where:** Hollis Renewal Center Lodge  
11414 Kansas Avenue  
Kansas City, KS 66111

**Contact:** Dave Mareske, Executive Director of Hollis  
[info@holliscenter.org](mailto:info@holliscenter.org)  
(913) 441-0451 office | (913) 206-4947 cell

### **The Host:**

Hollis Renewal Center is a 501(c)(3) not-for-profit retreat center which provides environment and experiences for individuals, small groups and congregations who seek a place of renewal and reflection. Hollis sits in a valley surrounded by 153 acres of wooded hills, trails, and native wildlife. Located just west of Kansas City metro area, the retreat center has easy access to I-70.

### **The Location:**

The Art Fair will be held in the main Lodge building on the grounds of Hollis. The space is indoors and heated; it has restrooms and an accessible kitchen. A parking lot is available for shoppers.

### **What Hollis Will Provide:**

- Display space in the Lodge
- Tables for displays, if needed, and chairs for artists to use
- Advertisement and promotion of the Art Fair, including a digital “postcard” which artists can email to customers and friends
- Hollis volunteers will staff a central cashiering desk, allowing customers to pay by cash, check or credit card
- Artists will be provided sales books using triplicate forms to record their sales. (One copy goes to the artist, one to the customer, and one to the Hollis cashier.)
- Signage to Hollis on the day of the sale
- Cookies, cider, and holiday goodies will be served; Hollis will provide lunch for the artists on Saturday
- The Lodge building will be secured Friday night, so artists may set up and leave their artwork in the building on Friday night, if they choose.
- Checks will be sent to the artists promptly the week after the sale.

### **Special Notes:**

Due to the ongoing COVID19 pandemic. Safety precautions will be in place to ensure the health and safety of artists, volunteers, guests and Hollis staff. At this time we anticipate the following requirements, these could change depending on the current state & local guidelines:

- Masking guidelines will be dependent on state and local guidelines the day of the event
- All food will be prepared and served in a way that ensures the safety of all (i.e. no buffet or self-serve)
- Social distancing is encouraged and crowd size will be limited.
- Hand sanitizer will be provided and available for use by all

# HOLLIS WINTER ART FAIR 2021

## ARTIST INFORMATION, PAGE 2

### **Expectations of the Artist:**

- Interested artists must complete an application form
- Artists must submit a reproducible digital photo of their artwork, which will be used by Hollis for promotional purposes
- Artists may request a table, or they may bring their own display if the size of the display is submitted and approved by the Director.
- Artists will provide their own table coverings (if desired), and any other furnishings for displaying their artwork (like boxes, stands, hangers, etc.)
- Artists will bring their own means to wrap and bag their artwork
- Overhead lighting is present in the room. Artists may bring additional lighting if desired. Outlets are available. Please let us know if you require electricity for your display.
- **All prices should be rounded to dollar amounts**, please no “cents”.
- Artists may set up their space on the evening of Friday, December 4 between 5:00 – 9:00 PM, or on Saturday morning (Dec. 4), from 7:00 – 9:30 AM.
- Artists will take down their displays after 6:00 PM on Saturday Dec. 4th.

### **Entry Fee:**

There is no entry fee or booth fee. Participating artists are asked to donate 15% of their sales to Hollis, which means the artist is at no risk of covering an entry amount. The artists' donation will help defray the costs of advertisement and promotion. Checks will be sent to the artists promptly during the week after the sale for the full amount of their sales total, less the 15%. (Artists will have a copy of all sales in their sales book.) Commissions or orders taken at the Winter Art Fair, but not paid for there, are at the discretion of each artist to make a 15% donation to Hollis.

### **Sales Tax:**

Customers will be able to make their purchases tax-free through the Hollis cashier, due to the non-profit status of the organization. Hollis will be accepting cash, checks and credit cards on the days of the sale.

### **The Application Process:**

All prospective artists must submit a Winter Art Fair application form to be considered. An application is the artist's commitment to be present for the art fair. Notification of acceptance will be sent to the artist within 2 weeks of the application's arrival. Because Hollis has a limited number of artist spaces (10-12), and to provide our art fair guests with a VARIETY of mediums to choose from, selection will be based on diversity of work. While more than one artist per medium is possible and welcomed, duplication will be avoided if work is closely related.