

# JRA Day Artist Contract

## JAMES RENWICK ALLIANCE FOR CRAFT

Space Reservation Application  
Deadline: August 15, 2021

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

### Virtual: Saturday, November 20 to Sunday, November 28, 2021

The virtual show at [www.jra.org](http://www.jra.org) will allow visitors to see images of artists' work and purchase that work. The format will allow visitors to search the site and to see works grouped by media. The site will list participating artists in alphabetical order by last name, including name and business name.

### In-Person: Saturday, December 4, 2021

The in-person 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 August 15, 2021, preference will be given to artists who were accepted in and/or participated in JRA Day 2020.* Please make two copies of the JRA 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 **AUGUST 15, 2021**, to:

**JRA Day, c/o Jere Gibber & J.G. Harrington, 7221 Beechwood Road, Alexandria, VA 22307  
703.768.6987, [jgibber@aol.com](mailto:jgibber@aol.com)**

New artist     Virtual returning artist     In-person returning artist

Based on availability, artists may apply for the virtual and/or the in-person JRA Day:

Virtual  
 In-person  
 Both; first preference:     Virtual     In-person

For questions about JRA Day and the application process, please contact:  
**Jere Gibber & J.G. Harrington    703.768.6987    [jgibber@aol.com](mailto: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:** \_\_\_\_\_

What is the best way to reach you?     H     O     C     email

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

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

Twitter: \_\_\_\_\_

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

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

\* **Medium:**  Ceramics  Fiber  Glass  Jewelry  Mixed media  Photography  Wood  Other \_\_\_\_\_

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

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

Price ranges: \_\_\_\_\_

**In-person:** Set-up request:  6' x 2-1/2' table  Will provide own panel(s)  Request 2019 booth location  
(booth space that accommodates panels is limited)

**In-person:** Will you have an assistant (limit of one) helping you?  Yes  No  
Name: \_\_\_\_\_

**Virtual:** Information on each work must be submitted **by October 15, 2021**.  
For planning purposes, indicate the number of works you expect to submit (minimum 10; maximum 50): \_\_\_\_\_

**How many show cards will you need?**  25  50  100

**Photographs, due by August 15, 2021:**

Reproducible 300 dpi JPEG photographs (at least 3) and photographic credit information;  
must reflect current work and be different than those previously used by JRA Day

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

**Bio (50-100 words), due by August 15, 2021:**

Returning 2020 artists (review the online bio at [www.jraday.org](http://www.jraday.org)):  no changes  email  see below  
New and pre-2020 artists  email  see below

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- I am a JRA member.
  - I agree to become a JRA member within a month of acceptance into the event and be a member on JRA Day.
- I agree to the terms of this contract (pages 3-6). 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

<b>FOR JRA USE ONLY:</b> Contract rec'd: _____ Bio rec'd _____ Photos rec'd _____
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**TERMS OF PARTICIPATION**

**VIRTUAL LOCATION:** www.jra.org

**DATES:** Saturday, November 20 to Sunday, November 28, 2021

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

**DATE:** Saturday, December 4, 2021

**TIMES:** Artist set up: 8:00 - 10:00 a.m.  
Public exhibition: 10:00 a.m. - 5:00 p.m.  
Take down: 5:00 - 7:00 p.m.

**VIRTUAL and IN-PERSON:**

1. The artist must be a member of the James Renwick Alliance for Craft (the “JRA”) within a month of acceptance into the event and on JRA Day.
2. All work for sale by an artist must be original work of the artist.
3. All works for sale at JRA Day must be marked with retail prices or a price list must be clearly available. All payments by purchasers will be made to the JRA according to the procedures set by the JRA.
4. The JRA will receive 30 percent of the artist’s sales from JRA Day, exclusive of sales tax. The JRA will pay all credit card fees and sales taxes. Payment will be remitted to the artist no later than forty-five (45) days after JRA Day.
5. The artist agrees to provide at least three representative photographs of work for sale by August 15, 2021. Photographs must reflect current work and be different than those previously used by JRA Day. The artist gives the JRA permission to use the artist’s name and any photographs provided to the JRA in all publicity relating to JRA Day, prior to, during, and after the event and in any catalog, program, and online venue 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 the JRA’s use of any photographs the artist provides. The JRA 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 the JRA, but does not guarantee that credits will be used.
6. The artist agrees to provide bio information by August 15, 2021, and to allow the use of the 50- to 100-word bio in all publicity relating to JRA Day, prior to, during and after the event and in any catalog, program, and online venue for the event. The bio may be edited at the JRA’s discretion.
7. Show cards are scheduled to be available by October 1, 2021, in post card, PDF, and JPEG formats. Artists agree to distribute and/or mail the number of show cards indicated on the front of this contract and to publicize the show through their email lists and other electronic media (e.g., Facebook, Instagram).
8. The artist agrees to notify the JRA no later than October 1, 2021, if the artist is unable to fulfill this contract. Artists who do not fulfill their contractual obligations shall not be considered for future JRA Day events, although extenuating circumstances may be reviewed on an individual basis.
9. The JRA reserves the right to postpone or cancel JRA 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. The JRA shall notify participating artists promptly of any decision to postpone or cancel JRA Day. If JRA Day is postponed, all accepted artists shall be given the option to participate on the new date. If JRA Day is cancelled, all accepted artists shall be given preference for acceptance into the next scheduled JRA Day(s), provided they submit new applications by the deadline for the next show.

10. 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 the JRA shall not be liable for any loss or damage to the artist's work or arising from the JRA'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. The JRA shall not be liable for any errors in information provided by the artist to the JRA or for errors in the information provided on the show web site if the artists does not request a correction. The JRA holds general liability insurance.

## **VIRTUAL**

### **SALE PROCESS:**

1. All works will be sold at the prices designated by the artists, with no discounts. Customers will pay applicable sales tax and shipping charges based on the information provided by the artists.
2. All sales will be made through a dedicated web page for the show. Customers will provide contact and shipping information with each purchase. Customer information will be provided to each artist for each sale.
3. Following completion of the show, the JRA will provide each artist with access to information on each purchase, including the work(s) purchased, customer information, a shipping label (if applicable) or information on delivery of works for local pick up (if applicable).
4. Artists are responsible for packing each work that is purchased.
5. Except for works designated for pick up, the artist agrees to ship all sold works within one week of the close of the show. The JRA will provide prepaid shipping labels for each work to be shipped, and will collect shipping fees from purchasers. While artists may use alternative shippers or make other arrangements for delivery, they will not be reimbursed for any shipping charges or other shipping-related costs they incur. Artists should include the estimated cost of any shipping materials (boxes, packing materials, etc.) in the retail prices for their works, but not the cost of shipping. Artists should weigh their works before setting shipping weights and provide weight estimates that include the weight of shipping materials. Artists are responsible for providing accurate shipping weights and dimensions of the shipping box with the required information for each work they submit for sale.

### **LOCAL PICK-UP OPTION:**

Artists will not be required to offer local pick up, and will be able to designate whether their work is available for pick up during the submission process for information on their works. For works that are subject to local pick up, the artist will deliver the work to the JRA offices in accordance with instructions that will be provided prior to the show or to the in-person JRA Day show no later than 9:00 a.m. on Saturday, December 4, 2021. The artist agrees to be responsible for liability insurance as it relates to the artist's work and the local pick-up process.

### **WORKS OFFERED:**

Each artist must offer at least 10 works and may offer up to 50. Exceptions to these limits will be made at the JRA's sole discretion.

Every unique work submitted shall be made available for sale through JRA Day from the date information on the work is provided to JRA Day through and including the date when the JRA notifies the artist which works have been sold. For items made in multiple versions, the artist may sell those items elsewhere, provided that they have as many copies of the item available during the show as indicated in their upload submission information.

The JRA will provide instructions to artists on submitting the following required information via a designated upload site. All artists will be required to use the designated upload mechanism. Artists are responsible for the accuracy of the information they provide, and will be given an opportunity to review the web site for accuracy prior to the opening of the sale.

Each artist shall submit the following for each work the artist will offer for sale during JRA Day no later than October 15, 2021:

1. Title or other identifying information. Each work must have different identifying information.
2. Price. The price must include the cost of shipping materials, but not the cost of shipping.
3. Description. The description must include the dimensions of the work.
4. The medium of the work, chosen from one of the following categories: Ceramic, fiber, glass, jewelry, metal, mixed media, wood, other. Each work may be in only one category. Descriptions also may include information on the medium if the artist wishes to provide additional detail.
5. Shipping weight. The minimum shipping weight is one pound and must include the weight of the shipping materials.
6. The approximate size of the shipping box.
7. If multiple, essentially identical, versions of a work are available, the number of versions available. If more than one version is available, the description must note that there may be slight variations from the work as shown.
8. Whether the work is available for local pick up; all work must be available to be shipped.
9. A photograph that meets the requirements.

## **PHOTOGRAPHS:**

Photographs of work shall meet the following requirements and the JRA reserves the right to reject any photograph that does not meet these requirements.

1. Each image must show the entire work clearly and in focus, and not include any other works by the artist.
2. The work must be shown on a plain white, black, or neutral background, except for wearable work, which may be shown on a model. Backgrounds should be flat and unwrinkled, with no patterns. Gradient backgrounds are acceptable.
3. Images must be square (optimal shape) or rectangular, but there is no limitation on aspect ratio. Previews of rectangular images may not show the entire work, but the entire work will be visible in full-sized view.
4. Each image must be 500 kilobytes or larger.

## **IN-PERSON**

### **PRESENCE:**

The artist or a representative of the artist must be present during JRA 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 **loor plan set by the JRA**; the floor plan may not be altered without advance approval by the JRA Day co-chairs.
4. Each artist may request **one 6' x 2-1/2' table.**
5. **The availability of booth space that accommodates panels is limited.** Artists may apply to provide their own panel(s) and will be notified at time of acceptance whether panel space can be granted. Artist-provided panels must fit within an 8'-wide space.
6. **Additional displays or furniture must be approved in advance.**
7. Up to **two chairs** will be provided for each space.

8. **All furnishings, goods, and supplies must fit in the booth space allocated.**
9. 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. Risers and exhibition furniture that fits on the table are permitted.
10. **Storage space is limited** to space within each booth space, either underneath the table or behind the panel.
11. Artists are responsible for **lighting** their work if they require light other than general ambient lighting. Shared power strips are provided for artists in the center of the room. Artists using lights 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.
12. **Packing may not begin until the show closes at 5:00 p.m.**
13. Exhibition space must be left clean at the end of the show.

**SALE PROCESS:**

1. All works for sale at JRA Day must be marked with retail prices or a price list must be clearly available.
2. Artist writes sales ticket, provided by the JRA, retains Copy 3, and holds item.
3. Purchaser takes sales ticket to JRA 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. JRA shopping bags will be available (8” W x 6” D x 10” H).

**LUNCH:**

An opportunity will be provided in advance to order a box lunch; the cost will be deducted from the artist’s proceeds.

**SHIPPING:**

The JRA 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, the JRA 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 the JRA’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 the JRA office prior to or after the event. During the event, storage space will be limited as described above.