



Mountaineer Week

Celebrating Appalachian Heritage

March 11, 2009

Dear Artist/Artisan:

By this letter, we are inviting you to apply to become an exhibitor at West Virginia University's 2009 Mountaineer Week Craft Fair. Mountaineer Week, on the campus of West Virginia University, will be held on:

Mountaineer Week: November 7 – November 15, 2009
Mountaineer Week Football Game: Saturday, November 7, 2009
Mountaineer Week Craft Fair/Quilt Show: November 13, 14 & 15, 2009

The Mountaineer Week Craft Fair is an indoor fair held in the Ballrooms and hallway of WVU's Mountainlair Student Union, located in the heart of the Downtown Campus. We are pleased to say that Mountaineer Week has certainly grown into a program that combines the colorful arts, crafts, culture, music, traditions, and spirit of West Virginia into a week-long campus, community, state and regional celebration.

In order to have your respective crafts juried for admission into this year's Fair; you are required to send in five (5) photos or a CD of digital pictures of your work or actual samples of your work. This requirement makes it easier for the jurors to choose the limited amount of accepted artisans for our Fair. The crafts will be judged on the basis of design, craftsmanship, creativity and the number of crafts per category. **Please note that you are not required to submit the application fee until you are notified of your acceptance!** If you have more than one type of craft you must submit work for each type (i.e. paintings and edibles; woodwork and wearables.)

With this letter, we have enclosed (1) the 2009 Mountaineer Week Craft Fair Application Form, and (2) a helpful information sheet detailing some frequently asked questions.

If you will, please submit your application and pictures to the following address by:

JUNE 1, 2009

Mountaineer Week Craft Fair
c/o Erin Blake, Advisor
Mountainlair Student Union
P.O. Box 6437
Morgantown, WV 26506

In return, we will have the results from the Jury Selection Committee, along with written acceptance/nonacceptance notification, to each one of you during the first week of July.

Please note that the booth and set-up fee will be **\$175** this year. **Please do not send in this fee until you are notified in writing of your acceptance into the Fair.** This fee assists us in providing the following amenities for our artisans: advertising & marketing, tables & chairs, curtains, peg board, parking, electricity, food throughout the three-day event, etc. **There will be no commission charged on sales.**

If you are accepted for our Craft Fair, you will be receiving detailed information from me about all aspects of our Fair. As in the past, when our Craft Fair Rack Cards are completed, we will send you a supply to be available at your respective places of business, to take to other craft fairs, or to send to interested colleagues or friends.

If you have any initial questions and/or concerns, please do not hesitate to contact me at 304-293-2702 or by email at Erin.Blake@mail.wvu.edu. As you well know, Mountaineer Week is an important way to educate our students, community, state and region on our Appalachian heritage. To be successful, it is vital that we have involvement from artisans such as yourself. For this, we thank you!

Sincerely,

Erin E. Blake

Erin E. Blake
Craft Fair Advisor

Frequently Asked Questions

Fees

We are charging a straight booth fee. Fees will be accepted once artisans are selected. There will be **NO** commission collected from artisan's sales.

Exhibitor Amenities: The Mountaineer Week Craft Fair Committee will do its best to provide everything needed to deliver a successful, first-class event for our exhibitors. Each Artisan will be provided with tables, peg board and electricity free of charge (while our supplies last.) In addition, you will be provided with an identification sign, name tags, hospitality room serving limited meals, storage room for extra supplies, overnight security, unlimited rack cards and flyers for pre-show promotions and free parking.

Advertising & Marketing: We will do our best to effectively promote the event through pre-show advertising. We are looking at a highly visible, aggressive advertising campaign, including radio, television, multiple newspapers, and direct mail. We will do our best to engage in every public relations opportunity to create awareness and ultimately attendance.

Eligible Work: All work must be the original through design and creation of the artisan. (We will not accept buy/sell items for our Fair.) Exhibitors who do not honor this requirement will be asked to remove the items or leave immediately. Eligible work includes all media of original fine arts & crafts, prints and edibles. Sales representatives and agents will not be accepted. Imports, kits, manufactured items and products cast from commercial molds are not allowed. The Craft Fair committee reserves the right to refuse any application.

Jurying Process: Entry into the Mountaineer Week Craft Fair will be juried by a committee of qualified professionals from within the arts and crafts community. Decisions of the jurors are based on merit and quality as well as overall balance of the various media represented. Jurors will NOT consist of anyone applying to be a part of the Mountaineer Week Craft Fair. All decisions will be final.



Mountaineer Week Craft Fair Application

Name: _____ Craft: _____

Business Name: _____

Street: _____ Please describe what unique craft(s) you make: _____

City/State/Zip: _____

Phone: _____

Business Phone: _____

Fax #: _____ Mail to: Mountaineer Week
West Virginia University
c/o Erin Blake, Craft Fair Advisor
P.O. Box 6437
Morgantown, WV 26506

Email address: _____

APPLICATIONS & SUBMISSIONS ARE DUE BY June 1, 2009

Circle the category in which you wish to be considered:

Baskets	Decorative Painting	Glass	Metal	Toys	2-D Work
Ceramics	Edibles	Jewelry	Mixed Media	Wearables	Other _____
Combination	Fibers/Textiles	Leather	Photography	Wood	

Also, please submit five pictures (may be on CD) or samples of your work, numbered 1 through 5, each marked with your name and describe each below (Please do NOT send slides):

1. _____
2. _____
3. _____
4. _____
5. _____

Additional information is welcome including biographies, resumes, brochures, price lists, etc. This information will NOT be returned. All photos will be returned to those that request them.

Enclosed are my: 5 Photos or CD _____

Signature: _____ **Date:** _____

***Please do NOT send any money in with your application.**