

“The Castle of Muskogee”

Exhibitors Application

OKRF _____ ZOMBIE RUN _____ HALLOWEEN _____ CHRISTMAS _____

The Castle of Muskogee provides 4 different events throughout the year, that we invite exhibitors from all over to submit an application that once submitted will then be either approved or denied.

The Festival is a professional exhibition featuring handmade/hand-crafted items. **No more than 10% import or trade items** will be permitted in any artisan booth. Commercial molds or kits will not be accepted. Do not submit or plan to sell items that you have not created (For OKRF only).

SCHEDULE

6 months before event starts	Deadline for postmarked applications and \$20.00 Jury fee
To Be Determined	Festival Weekends
To Be Determined	Student Day (Renaissance only)

APPLICATION CHECK LIST

_____ 1) Application Form	_____ 4) Biographical Information
_____ 2) Photographs representative of items to be sold	_____ 5) \$20.00 Application Fee
_____ 3) Service Description	_____ 6) Photos of period appropriate tent (OKRF)

THIS APPLICATION MUST INCLUDE \$20.00 APPLICATION FEE IF NOT ALREADY SUBMITTED AND MUST BE POSTMARKED NO LATER THAN SIX MONTHS BEFORE THE EVENT TO BE CONSIDERED.

DIRECTIONS FOR SUBMITTING APPLICATION

Please complete the forms, and prepare photographs as indicated in each section of the application. All requested materials must be completed before your application can be reviewed.

The first portion of the application review is the convening of the jury to evaluate artistic merit as represented by the photographs submitted. Jury scores are tallied and considered by a screening committee. If you feel it is appropriate or that it would be helpful in the evaluation of your application you may submit supplementary materials. Please remember the jury will only view photographs of your actual product. Any, supplementary materials, while not required, will only be viewed by the screening committee.

Photographs submitted must be representatives of the type of work the applicant expects to offer for sale at the Festival. For example if an applicant does one of a kind work, and production work, photographs of each type must be shown in direct proportion to the amount of each type of work to be displayed for sale. Specifically, four photographs of one of a kind pieces and one photograph of production pieces indicate the 4/5 of the work on display will be one of a kind and 1/5 of the work on display will be production pieces. Photographs belonging to applicants who are selected to participate in the Festival will be kept in a permanent file, if an accepted person's work differs from the work presented in the photographs the person will automatically be disqualified and will forfeit all fees paid.

PHOTOGRAPH PREPARATION AND LABELING

1. Submit photographs that show your production clearly and how you merchandise your product.
2. Label each photograph.
3. In the upper right hand corner of each photograph, place a number 1-5 corresponding with the written description of the work shown in the photograph.
4. On the bottom of each photograph, put the name of the maker of the item shown.
5. You may also send a thumb drive with the above information.

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ARTISAN/SERVICE APPLICATION

Dates..... See previous page
Renaissance Hours.....10:30 a.m. - 6:00 p.m. (Student Day 9:00 a.m. – 3:00 p.m.)
Halloween Hours.....6:00 p.m. – TBD
Location.....The Castle of Muskogee
3400 W Fern Mountain Road, Muskogee, OK 74401

Applicant Name (Please Print) _____

Address _____ City _____ St _____ Zip Code _____

Cell Phone _____ E-mail address: _____

Media to be displayed/ Service to be offered _____

Demonstration: Are you able to demonstrate your craft? Yes [] No []

Space preference: (check box that applies) Cart [] Tent [] Hut (If available) []

Special consideration for space _____

Information on all Contributing Artists must also be covered under this application and must be submitted on the back of this form.

Each Contributing Artist must also submit (5) photographs and Biographical Outline, and any supplementary materials in accordance with the directions for **Submitting Application**. Photographs of accepted applicants will be retained in the Festival files.

List name, address, and media for each additional person who will make items to be displayed or will offer services, for sale under this application to the Principal Applicant.

Additional Applicant Name: _____
Address: _____ City: _____ St: _____ Zip Code: _____
Telephone: Day () _____ Evening () _____ Cell () _____
Media/Service _____

Additional Applicant Name: _____
Address: _____ City: _____ St: _____ Zip Code: _____
Telephone: Day () _____ Evening () _____ Cell () _____
Media/Service _____

Each additional applicant must also submit (5) photographs and Biographical Outline with the Principal Applicant materials.

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION FORM AND ALL SUPPORTING MATERIALS ARE TRUE AND ACCURATE.

Principal Applicant Signature _____ Date _____

Additional Applicant Signature _____ Date _____

Additional Applicant Signature _____ Date _____

ARTISAN/SERVICE PHOTOGRAPH DESCRIPTION

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New Applications: The jury will have access to submitted photographs and the descriptions and will base their scores on an evaluation of artistic merit as presented. Please indicate media, materials used, techniques and price range of item category represented by item or photograph. Be sure the number of the description corresponds to the number in the upper left, hand corner of the photograph being described.

Please note and describe fully any item or parts that are manufactured.

1) Media/Item: _____ Materials: _____
Techniques: _____

Crafted by: _____ Price Range: _____

2) Media/Item: _____ Materials: _____
Techniques: _____

Crafted by: _____ Price Range: _____

3) Media/Item: _____ Materials: _____
Techniques: _____

Crafted by: _____ Price Range: _____

4) Media/Item: _____ Materials: _____
Techniques: _____

Crafted by: _____ Price Range: _____

I certify that all items to be offered are hand crafted: _____
Signature

SERVICE DESCRIPTION

Name: _____

Service to be offered at The Festival: _____

Please indicate a description of the service to be provided. (medium, materials, techniques and price range).

Service Description: _____

Materials: _____

Techniques: _____

Price Range: _____

I certify that all services, to be offered for sale, at The Castle of Muskogee Festival, will be provided solely by myself, and those persons listed as additional applicants.

Principal Applicant: _____ Date: _____

BIOGRAPHICAL OUTLINE

Education, academic degrees, certificates, apprenticeships:

Galleries, museums, juried arts/craft shows:

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Theme events (Renaissance Fairs, Victorian, Etc.)

Awards and Honors received/Publications

Professional art/craft organization memberships:

Other:

SHOP INFORMATION

Tents and temporary shops: Tents and portable shops, must also be appropriate to the Renaissance period, and be approved by The Festival. The temporary exhibits must have all things modern hidden, with proper signage with the name used at The Festival, and an appropriate method of attaching and displaying merchandise. Tent and portable shop fees are based on cost per square footage.

Carts: Carts are expected to be mobile, able to be moved only by the owner. A description and drawing (or photos) of the cart, display fixture, type of signage, with the name used at The Festival, and method of attaching merchandise will be required upon acceptance. A cart and merchandising space may occupy no more than an average 10' X 10' space. Any cart spaces exceeding the 14' diagonal will be charged at the tent or portable shop fee.

Permanent Structures: We have village structures available for rent, on a first come first serve basis.

Renaissance Requirements:

All craft and service participants are required to present a Renaissance image. All structures, display methods, materials and costuming are expected to be in a Renaissance style. The makers of the crafts or shopkeepers are expected to be at The Festival for the run of the show unless prior approval has been made with management. **Commercially manufactured products may not be sold at The Festival**

FEES:

Jury/Application Fee	\$20.00 payable with application
Tent	\$2.50 per square foot (\$250.00 minimum) upon acceptance
Cart	\$200.00 payable upon acceptance
Permanent Structures	\$450.00 and UP payable upon acceptance and availability
Trash	\$50.00 payable upon acceptance (refundable if left clean)

All fees must be payable to: The Castle of Muskogee

All vendors accepted to participate must have a Certificate of Insurance showing Comprehensive General Liability Insurance Coverage at \$1,000,000.00.

Return all correspondence and inquiries to:

**The Castle of Muskogee
Marie Bruner
marie@okcastle.com
3400 Fern Mountain Road
Muskogee, OK 74401
(918) 687-3625 / (800) 439-0658**