



24th ANNUAL *WOMEN IN THE ARTS FESTIVAL* ***Information for Craftswomen***

The festival will be held **Friday, November 13th and Saturday, November 14th, 2009** at Edgewood United Church, 469 N. Hagadorn, East Lansing, Michigan.

The audience includes women from all over the Great Lakes region and beyond. We encourage you to invite your regular customers to attend all events. More information about the festival can be obtained through our website at www.witafestival.com.

The festival site provides space for over 30 booths, as well as some spaces for non-profit groups that serve women. Artists and Crafters will sell their wares in the social hall, the adjoining main hallways and the area just outside of the day stage (that nice space with the fountain). Daytime performances and the evening concerts will take place in the kiva-like sanctuary. Workshops are held in the chapel and other rooms as needed.

Using the 25 word description you provide to us, we advertise information about your business to festival attendees by listing participating artists and craftswomen on our website.

Located at the corner of Hagadorn and Beech Streets in East Lansing, Edgewood United Church is accessible to wheelchairs and includes an accessible restroom. SISTRUM (the Lansing Women's Chorus) will have food for sale for dinner on Friday night and all day Saturday until the evening concert. Eating and gathering space is provided in the social hall, helping to assure continual traffic through the crafts areas in both the hallway and social hall.

We will have a Silent Auction immediately preceding the evening concert on both Friday and Saturday evening. Winners will be announced as part of the evening shows. Winners need not be present to win. Donations to the Silent Auction will be listed in the program and donating artists and craftswomen are announced from the day stage.

We are looking forward to seeing you at the 24th Annual Women In The Arts Festival. If you have any questions, please call Diane Wilson at 517.898.4046 or Julie Haan at 517.449.8767 or contact us via email mosaic.vision@yahoo.com.



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Logistics:

SALE HOURS:

- **Set up** is from 2:00-5:30pm on Friday. You may **begin loading out (strike)** on Saturday at 8:30pm. If you cannot work within those guidelines, please work with me on the specifics of your load-in and strike.
- The arts and crafts area will be open Friday before the concert from 5:30-7:30pm and during the Friday night concert intermission.
- On Saturday, craftswomen may come in at 10:00am. **The doors open to the public at 11:00am. Please do not begin loading out until 8:30pm** – if it is necessary for you to strike earlier than 8:30pm, please let me know **PRIOR** to setting up (preferably on your application). We may need to select your location to limit distraction for the other crafters.
- Day stage performances will go from 1:00 to 5:00pm.
- **CHANGE:** At the request of many of our artists and crafters, the arts and crafts area will remain open through intermission on both Friday and Saturday nights.

PRICES and SPACE:

- A full space is 5' deep by 8' long and cost \$40, which includes two worker day passes to the festival.
- A half space is 5' deep by 4' long (a shared table) and cost \$25 and include one worker day pass. These prices do not include concert tickets.
- **Electrical outlets are available; you must bring your own extension cord. It is also a good idea to bring a lamp or lighting for your booth as most of the areas require additional lighting.**
- If cost poses a problem please contact us.
- Please make checks payable to **Circe Productions**.

DEADLINE: Applications are due by October 26th.

SENIORITY: Booth space is limited. Priority is given to women who have exhibited in previous festivals *and* reply by the October 26th deadline, with any remaining spaces filled on a first-paid, first-served basis. All spaces are available on a pre-registration basis only. *Please note that this show is for women-made/grown/created/distributed products only and only women are allowed to sell.*

REFUNDS: The registration fee for accepted booths is non-refundable. Please let us know as soon as possible if you must withdraw from the show. If all spaces have been filled before we receive your registration, your registration fee will be returned to you.

COORDINATOR: If you have any questions, need help, or want to explain any of your specific needs, call Diane Wilson at (517) 898-4046 or via e-mail at cre8chg@yahoo.com . Please include the word **WITA** in the subject heading.