



**9<sup>th</sup> Annual  
Orlando Pottery Festival & Holiday Arts Market**

November 30 & December 1, 2019  
Florida Army National Guard Armory  
2809 S. Ferncreek Avenue  
Orlando, FL 32806

**Artist application – Deadline is October 31, 2019**

**The show is Saturday, Nov. 30, 9:00 am to 5:00 pm, and Sunday, Dec. 1, 12:00 to 4:00 pm**  
(The Armory is open for us from 7:00 am to 6:00 pm on Saturday and  
11:00 am to 5:00 pm on Sunday for setup and teardown.)

- Applications will be accepted on a first-come, first-serve basis. To be included, application and payment **NEED** to be included at the same time – no exceptions!
- The fee is \$100.00 since it is for two days; the space is 10' X 10'. You can share space with another person if you wish. This needs to be noted on the application.
- You need to provide your own tables, tents, (if you want to set one up inside – I need to know if you are using a tent) etc. Chairs will be provided by the Armory.
- Setup begins 7:00 am Saturday morning. Sunday, we have to be packed up by 5:00 pm.
- Pottery is primary to our show and all items must be handcrafted. But if you work with other media, you may sell that art as well. Please contact Melody for clarification.
- Food will be available for purchase, but you can bring in your own if you want. No alcohol.
- If you have paid for a space and need to cancel before the show, please contact us immediately. **Space fees are non-refundable!**
- Pets are not allowed at the show.
- Florida state sales tax is the responsibility of each artist.
- Visit the Orlando Pottery Festival website, Facebook page, and Instagram page for up-to-date information: [www.orlandopotteryfestival.org](http://www.orlandopotteryfestival.org), [Facebook.com/OrlandoPotteryFestival](https://www.facebook.com/OrlandoPotteryFestival), [Instagram.com/OrlandoPotteryFestival](https://www.instagram.com/OrlandoPotteryFestival)
- All pertinent information (directions, parking info, etc.) will be sent via email about a week before the show. We also have [Vendor Info](#) page on our website.
- We will be having a raffle on both days so please donate a piece (or two!).
- If you have any questions please contact Melody Spence – (407) 234-4691 or email at [visionsinstainedglass@yahoo.com](mailto:visionsinstainedglass@yahoo.com)

# Application

Artist Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Social Media Profile(s), if public \_\_\_\_\_

Artist Name (if sharing) \_\_\_\_\_

Other Info (if sharing) \_\_\_\_\_

Special needs/requests \_\_\_\_\_

**Return your completed application and payment payable to Melody Spence –**

3703 Bayview Drive Orlando, FL 32806. You can pay with cash, check, PayPal (only will accept Friends and Family, so no fee) or Zelle. If you have any questions, please contact Melody at (407) 234-4691 or at the City of Orlando Pottery Studio.

**Artist bio and photos are required with application.** Email your bio and 3-10 high-resolution images of recent work to [orlandopotteryfestival@gmail.com](mailto:orlandopotteryfestival@gmail.com) when you submit your application to Melody. Our print and online promotional material rely heavily on your artist information and high-quality photos. To learn about the images and bio info we find most helpful, how to submit, and how we may use your bio and images, refer to the Photo/Bio Guidelines info on our website: [www.orlandopotteryfestival.org/vendor-info.html](http://www.orlandopotteryfestival.org/vendor-info.html).

**Be sure to share our social media posts and website with everyone you know and meet!**

We will do our share of marketing and PR, but it is also up to each and every one of us to get your family, friends, neighbors, etc. to the show. Let's make it a great success!

**Waiver of Liability**

The undersigned hereby releases and forever discharges and holds harmless the Orlando Pottery Festival Organizing Committee from any and all manner of actions, suits, damage or claims whatsoever arising from and loss or damage to the property of the undersigned while in possession or supervision or any auspices of the Orlando Pottery Festival Organizing Committee, and hereby consents to the enforcement of the show rules and regulations. In addition, I acknowledge my sole responsibility re: Florida sales tax.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

(Additional, if sharing)