



CHRISTMAS CONNECTION
1200 EAST CENTER STREET
KINGSPORT, TN 37660
423-392-8414

Dear Artist/Craftsperson:

The City of Kingsport Office of Cultural Arts announces their 35th annual arts and crafts festival, The Christmas Connection, will be held at the Kingsport Civic Auditorium on November 7, 8, and 9, 2014.

The Christmas Connection began 35 years ago as a juried arts and crafts show. As sponsors of this event, it is our goal as the City of Kingsport's Office of Cultural Arts to improve the overall quality of the Christmas Connection and pursue the mission of our department, which is to promote the arts.

Applications are now being taken for those wishing to exhibit in this 3-day event, which is by invitation only. A selection committee will review all applications and *invitations* will be sent to those artists and craft persons who, they feel, will combine to make the best-balanced festival possible. Past participants are not guaranteed space in the Christmas Connection. We believe that the success of The Christmas Connection depends upon a combination of high quality and variety. The selection committee will closely view these factors, plus our space limitations, in making their selections. By selecting only the highest quality crafters and the best variety, we look forward to increasing the number of shoppers for this year's show.

Enclosed is a fact sheet on the festival and an application for participation. If interested in being an exhibitor in this event, please fill out the enclosed application. Please note the application deadlines have been changed to allow for more planning and creating time. **The first deadline for receiving applications is June 1, 2014.** Applications received after that date will be considered only as space is available and may be put on a waiting list for available space.

If you would like further information on The Christmas Connection, please call (423) 392-8414 or 392-8415. Thank you!

THE CHRISTMAS CONNECTION

NOVEMBER 7, 8, and 9, 2014



Sponsored by:
CITY OF KINGSPORT - OFFICE OF CULTURAL ARTS
(423) 392-8414

LOCATION: Civic Auditorium • 1550 Fort Henry Drive • Kingsport, Tennessee 37664

DISPLAY AREA: Over 8,000 square feet

PARKING: Adequate parking is adjacent to the building

EXHIBITIONS: The selection committee reserves the right to reject specific items. There will be a limited number of exhibitions for each category or media. A Christmas theme is recommended for each exhibit. After July 31, applications from *creative retail and holiday* vendors will be considered for remaining booths. Booths must be stocked and ready for business during all public hours of the Christmas Connection.

FEES: \$115.00 per 8' by 10' booth. The number of available booths is limited.

EQUIPMENT: The sponsor will furnish 8' tables and chairs. The exhibitor will provide all display equipment. *Electrical outlets are limited.*

SCHEDULE:	Set-up	Thursday	Nov. 6	12:00 Noon - 8:00 PM
	Set-up	Friday	Nov. 7	8:00 AM – 11:30 AM
	Show	Friday	Nov. 7	12:00 Noon – 6:00 PM
	Show	Saturday	Nov. 8	10:00 AM – 6:00 PM (OPEN TO VENDORS for setup: 9:00 AM)
	Show	Sunday	Nov. 9	12:00 Noon – 5:00 PM (OPEN TO VENDORS for setup: 11:00 AM)
	Break-down	Sunday	Nov. 9	5:00 PM – 8:00 PM

**** There will be no set-up or breakdown during show hours. Booths must be manned at all times during show hours. There will be no exceptions. ****

- POLICIES:**
1. Alcoholic beverages are prohibited
 2. The exhibit area is designated as a non-smoking area
 3. Children must stay with parents
 4. No pets are allowed
 5. Damage to the facility is the responsibility of the exhibitor
 6. No nails, screws, or tape may be used on the walls or floors
 7. All financial transactions and taxes are the sole responsibility of the exhibitor (Tax forms will be provided)
 8. All excess materials, cartons and tables must be concealed or removed
 9. No propane gas, spray paint or hazardous materials are permitted
 10. No open flames or equipment which produces fumes or loud noises are allowed
 11. The number of light bulbs allowed will be limited due to circuit overloads.



KINGSPORT Office of
culturalarts

THE CHRISTMAS CONNECTION
NOVEMBER 7, 8, and 9, 2014; held at the Civic Auditorium

Sponsored by:
CITY OF KINGSPORT
OFFICE OF CULTURAL ARTS
(423) 392-8414

2014 Applications accepted thru June 1st

June 1 – DEADLINE for applications (do *not* send money with your application)

July 7 – Notification sent to accepted vendors

July 31 – All payments are DUE (Applicants are NOT guaranteed a spot until payment is received)

Please note that the form below is an **APPLICATION** *only*. Acceptance is by invitation. All applications are reviewed by a selection committee, which takes various factors into consideration in creating a high quality, attractive show having a good mix of arts and crafts styles. There will be a limited number of exhibitions for each category or media. If in doubt as to acceptable items please call 423-392-8414.

Please send your application as soon as possible. Space is limited. Return your application to the following address:

Christmas Connection
City of Kingsport, Office of Cultural Arts
1200 East Center Street
Kingsport, Tennessee 37660

YOU MAY ALSO *E-MAIL THE FOLLOWING INFORMATION TO: BethEstep@KingsportTN.gov

*(please make sure your images are a small enough file size to send thru email if choosing this option)

PLEASE PRINT

APPLICATION
THE CHRISTMAS CONNECTION

NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (_____) _____

E-MAIL _____ WEBSITE _____

EXPLAIN CATEGORY _____

LAST ANY EXHIBITIONS / CRAFT AFFILIATIONS _____

Please include 4 to 7 photos of your art/craft (good quality suitable for promotional use). Photos will be returned. You may also email your application with digital photos to: BethEstep@KingsportTN.gov
(Please make sure your photos do not exceed 10MB total if sending thru email)

Do NOT send a check with your application.