



HECHO A MANO MADE BY HAND

November 30- December 2

Galería Guadalupe

723 S. Brazos St.

(1 block north of the Guadalupe Theater)

**Friday, NOVEMBER 30
6 - 9 p.m.**

**Saturday, DECEMBER 1
9 a.m. - 5 p.m.**

**Sunday, DECEMBER 2
12 - 5 p.m.**

Hecho a Mano/Made by Hand is open to individual artists and craftpersons. In order to maintain a high quality of traditional and contemporary crafts sold every year, Hecho a Mano/Made by Hand is a juried show.

**APPLICATION FORM
IS DUE Tuesday
OCTOBER 16 by 5 p.m.**

All unsold work will be inventoried at the closing of the sale on Sunday, December 2nd beginning at 5 p.m. We will have staff on hand to expedite this process, and hope to complete it by 9 p.m.

Under no circumstances, will artwork be stored for participating artists. Attached are the 2007 Hecho a Mano/Made by Hand Official Guidelines and Application.

Thank you!



The Guadalupe Cultural Arts Center 21st Annual HECHO A MANO MADE BY HAND A Fine Arts and Fine Craft Market 2007 Guidelines



1. All media that can be categorized as fine art and original handcrafted items are eligible for consideration, as long as the artist submitting the work made the artwork. Imported work is not eligible. All artwork on display must be for sale.

2. The Guadalupe reserves the right to limit participation based on space availability.

3. Applicants are required to submit 5 images of their work on a CD in JPEG or TIFF format, but printed pictures will suffice. All work for Hecho a Mano will be juried based on design skills and craftsmanship demonstrated by the applicant. Incomplete applications will not be accepted.

4. If invited (selected returning artists) or applying (new participants), the completed Application Form is due Tuesday, October 16, 2007 by 5 p.m.

5. Selection invitation or letters declining participation will be mailed in early November.

6. If selected to participate in Hecho a Mano, the complete inventory list of your wares will be due by Friday, November 16. The official Inventory Forms will be in your invitation packet and must be completed accurately and legibly.

7. For artists invited to Hecho a Mano: In order to continue to offer Guadalupe constituents a unique shopping experience, all participants will be required to create at least twenty-five percent (25%) of their inventory exclusively for the Hecho a Mano/Made by Hand market. All artwork that is exclusive to this market must be labeled "Made Exclusively for the 2007 Hecho a Mano."

9. The Guadalupe will charge a 35% commission on all sales. We will accept cash, checks, MasterCard, Visa, and American Express for all purchases. Please do not circumvent the sales structure of the event.

10. All participants will be assigned a 6 ft wide x 5 ft long space marked by tape. Please make sure you stay within your space in order to have a comfortable and safe path to all artists' areas. The Guadalupe has the sole and final decision on the location of all artists in the market. Additional space can be purchased, if required. Please call for details (210) 271-3151.

11. The Guadalupe will not provide any display walls, pedestals, display tables, etc. The artist is solely responsible for the display of the artwork in the space assigned. We can provide you with two chairs (additional can be rented).

12. There will be no displaying on the walls of any Guadalupe Cultural Arts Center property. If this occurs, items will be removed.

13. Because of the limitations on electrical outlets, we need to know exactly what equipment will be used and the amount of wattage you will need for your space. If your request is extraordinary, you will be charged for the electrical hook-up. We will not provide any electrical services if we do not receive information in the Vendor Requirements Form. The Guadalupe reserves the right to deny any requests or remove equipment that will adversely affect Guadalupe Cultural Arts Center property.

14. To comply with insurance needs, jewelers showing precious metal and/or stones must provide a display case that locks.

15. All display furnishing and artwork must be delivered, inventoried, and set-up on Thursday, November 29 between 9 a.m. and 9 p.m., and Friday, November 30 between 9 a.m. and 1 p.m. There are no exceptions. Please put the time you can deliver your inventory on the contract. There will be no works accepted after this date. The Guadalupe does not have available storage space. All inventory items must be displayed and/or stored by artists.

16. Security will be provided beginning Thursday, November 29 through Sunday, December 2.

17. All artists or an official artist representative must be present throughout the sale. Although all precautions will be taken against any possibilities of theft, the Guadalupe is not responsible for any stolen items during the sale. The Guadalupe will not provide staffing needs for your space. We can recommend individuals that you can hire to work your space.

18. All work on display must be for sale and no "display only" models will be allowed. Please note that the buyer must take all easily portable items with them at the time of purchase. Larger items to be shipped or picked up at a later date are the responsibility of the buyer and artist.

19. All unsold work will be inventoried out at the closing of the sale on Sunday, December 2 beginning at 5 p.m. We hope to complete this process by 9 p.m. Under no circumstances, will artwork be stored for participating artists.

20. There will be extensive radio, newspaper and television coverage of the event, and an extensive mailing to potential customers will be done. Invited artists are asked to submit photographs/jpegs [preferred]/.tiff files of their work and their résumés as part of the publicity for this event. Please remember the Guadalupe retains all material; for that reason we cannot accept original material.

21. Checks will be mailed to artists by Friday, December 14, 2007. No monies will be issued before that date. Arrangements can be made to pick-up the check between 10:30 a.m. and 2:30 p.m. on December 14.

22. The Guadalupe Cultural Arts Center retains the right to alter and/or add to these guidelines when conditions warrant at anytime.

**The Guadalupe Cultural Arts Center • 1300 Guadalupe St. • San Antonio, TX 78207
210.271.3151 • Fax 210.271.3480 • www.guadalupeculturalarts.org**



The Guadalupe Cultural Arts Center
21st Annual

Hecho A Mano/Made by Hand

A Fine Arts and Fine Crafts Market



2007 APPLICATION FORM NEW ARTISTS



(Please Print Clearly)

Full Name _____

Business Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Cell Phone Number _____

E-mail Address _____

Media Category:

- ceramics
- drawing
- fibers
- glass
- jewelry
- metals
- mixed media
- painting
- papermaking
- photography
- sculpture
- wood
- printmaking
- other _____

Brief and concise description of artwork.
Description will be used for promotional purposes.

Number of artworks anticipated
in the inventory for the show:

SLIDE 1 DESCRIPTION:

Your Name _____

Date of Work / Size of Work _____ Media Category _____

Description _____

SLIDE 2 DESCRIPTION:

Your Name _____

Date of Work / Size of Work _____ Media Category _____

Description _____

SLIDE 3 DESCRIPTION:

Your Name _____

Date of Work / Size of Work _____ Media Category _____

Description _____

SLIDE 4 DESCRIPTION:

Your Name _____

Date of Work / Size of Work _____ Media Category _____

Description _____

SLIDE 5 DESCRIPTION:

Your Name _____

Date of Work / Size of Work _____ Media Category _____

Description _____

I HAVE READ AND ACCEPT ALL OF THE CONDITIONS AS OUTLINED IN THE ENCLOSED 2007 HECHO A MANO OFFICIAL GUIDELINES AND THIS APPLICATION. IN CASE OF ANY DISPUTES OR DISAGREEMENTS, I UNDERSTAND THAT THE DECISION OF THE GUADALUPE CULTURAL ARTS CENTER IS FINAL.

Artist's Signature _____ Date _____