



## Guidelines for 2024 Queen of Arts Show

Applications due August 1, 2024 by 5:00 p.m.

### Show Dates

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- ◆ **Friday, November 8, 2024 from 4:00 to 7:00 p.m.**  
Opening Day Sip & Shop with beverage bar & snacks
- ◆ **Saturday, November 9, 2024 from 10:00 a.m. to 5:00 p.m.**

### Venue

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- ◆ Elverhøj Museum of History & Art located at 1624 Elverhoy Way in Solvang.
- ◆ Restrooms are available on site.
- ◆ A box lunch will be provided for an additional fee of \$18.00. This is optional and will be coordinated closer to the event.

### Eligibility

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- ◆ Queen of Arts show and sale is for artists and artisans who make original, unique, handmade or upcycled art objects, food, or body care items.
- ◆ This is a juried show.
- ◆ If spaces are full, you will be put on a waiting list for inclusion in the show.

### Application and Attachments

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The application must include the following:

- ◆ Completed application form.
- ◆ Description of artwork to be considered for the show (attached to the application)
- ◆ Submission of four photos. Images can be submitted three different ways:
  - ♥ **Website.** Current images of work can be seen on the vendor's website listed in the application. Note: give specific direction where photos are located on your site.
  - ♥ **Email.** Send four images (minimum 300dpi) as attachments by email to [melissa@elverhoj.org](mailto:melissa@elverhoj.org). Image file names should include your last name or business name as part of the file name.
  - ♥ **Hard copy.** Include four high quality printed photographs of current work with your application. Label the back of each photograph with your last name or business name. Photos will not be returned.
- ◆ Signed waiver sent as an attachment to the application.

### Waiver

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A completed waiver must be included as part of the application and as an attachment. It can be found on Page 2 of the Application.

## Fee

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The entrance fee is \$100.

### Acceptable payment options:

- ◆ Check payable to Elverhøj Museum of History & Art.
- ◆ Venmo and PayPal. Contact Melissa Parlee-Hirth if you would like to use one of these options.
- ◆ Credit card. A \$3.75 service fee will be charged. Contact Melissa Parlee-Hirth for information on processing.

Fee will be reimbursed if you are not chosen for the show. Fee is refundable up to August 30, 2024 should an artist decide not to participate. Refunds will be processed and sent by September 15, 2024.

## How to Submit Your Application

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Completed applications and attachments are due by 5:00 p.m. on Thursday, August 1, 2024. These can be submitted in the following ways:

### By Mail (please mail early to ensure it is received by the deadline)

Melissa Parlee-Hirth  
Elverhøj Museum of History & Art  
1624 Elverhoy Way  
Solvang, CA 93463

### By Email

Email to Melissa Parlee-Hirth at [melissa@elverhoj.org](mailto:melissa@elverhoj.org). If you are sending multiple messages due to file size, please label appropriately in the subject line or body of the text to avoid confusion.

### In-Person

Drop off at the Museum front desk in a sealed envelope attention to Melissa Parlee-Hirth. The Museum is open Thursday – Monday 11:00 a.m. – 5:00 p.m. We will not accept applications on days or hours that the Museum is closed.

## Acceptance

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- ◆ Applicants will be notified of acceptance/non-acceptance by Tuesday, August 20, 2024 and have until Friday, August 30, 2024 to confirm their spot. Artists canceling after this time will not be refunded their \$100 fee.
- ◆ Any artist not selected will be refunded their fee by September 15, 2024.

## Vendor Spaces and Displays

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Based upon applications and Museum staff discretion, vendors will be placed in one of two areas during the event:

- ◆ **Museum gallery.** These are limited in number. Some of the interior tables may have wall space to hang displays with Velcro or small nails. Please do not use other hanging methods. This will be strictly enforced.
- ◆ **Garden area.** The use of an overhang or tenting will be provided by the Museum. Spaces on the lawn are no larger than 100 sq. in area. Artists may bring display walls; tables; easels; or other materials. There are a limited number of spaces under the porch, trellis or in the gazebo which allow space for a 6-foot table along with space to hang items.
  - ♥ No security will be provided; a limited amount of interior space will be available for storing smaller items overnight on November 8, 2024. Items may be stored in a labeled box and moved inside the Museum. Packing, moving, and box or bin are the responsibility of the vendor.

### **Additional Information**

- ◆ 6-foot space (minimum) will be provided to all vendors.
- ◆ The Museum will provide one 6-foot table and table covering for all vendors.
- ◆ Table coverings should hide anything stored underneath unless the space is part of the display.
- ◆ Be creative with your space! Keep it classic, professional and enticing.
- ◆ There are limited locations with electricity and/or wall space which will be assigned in advance and on a first come, first served basis. Please note on your application if these are needed.

## **Set-up and Show Notes**

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### **Friday, November 8**

- ◆ 10:00 a.m. to 3:30 p.m. Set up must be completed by 3:30 p.m. before the show opens at 4:00 p.m.

### **Saturday, November 9**

- ◆ Vendors can arrive at 9:00 a.m. on Saturday to be ready for patrons at 10:00 a.m.

### **Additional Notes**

Please use the following guidance when unloading for the show:

- ◆ Use the loading zone located directly in front of the Museum. Immediately after unloading, please re-park vehicle elsewhere to allow others to unload.
- ◆ To allow space for customers, please park on side streets during event.
- ◆ Artists **MUST** participate both days and **MUST** be present for the entire show.
- ◆ No security will be provided; goods can be stored inside overnight. Items may be stored in a labeled box and moved inside the Museum. Packing, moving, and box or bin are the responsibility of the vendor.

## Sales

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- ◆ Artists shall handle all aspects of their own sales, including collection and payment of sales taxes, as required by the State.
- ◆ Please have your Resale Certificate with you.
- ◆ Artist must supply packaging.

## Breakdown

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- ◆ For everyone's shopping enjoyment, please do not pack up until the show closes at 5:00 p.m. on Saturday.
- ◆ Breakdown can occur between 5:00 and 7:30 p.m. on Saturday, November 9.
- ◆ If you need more time, you can return on Sunday, November 10 between 9:00 – 11:00 a.m. to finish collecting display items.
- ◆ Please leave your space as you found it.

## Promotion

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- ◆ Postcards and digital flyer/evite will be produced for the Museum and artists to distribute and mail.
- ◆ Elverhøj Museum of History & Art will issue a press release to area media, post to online calendars, and promote via social media on the Museum's [Facebook](#) and [Instagram](#) pages. We love it when you like and share our posts!
- ◆ We encourage you to promote yourself and the event. Cross-market any posts you see of other participating artisans so we can pull in a broad spectrum of community and visitors. Success depends on your active promotion!

## Questions

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If you have any questions or need help troubleshooting the application process, contact Melissa Parlee-Hirth at [melissa@elverhoj.org](mailto:melissa@elverhoj.org) or 805-686-1211, ext. 103 by 10 a.m. on July 30, 2024. Please allow for a 24-hour response time. Messages will not be responded to over weekends.