



PO Box 984 – Martinsburg, WV 25402  
www.berkeleyartswv.org – 304-262-1611

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The Berkeley Arts Council (BAC) is pleased to announce that we are planning our second Arts Expo event, to celebrate Arts Appreciation Day. It will be held at the Martinsburg Mall on Saturday, November 10, 2012. We are looking for artists and organizations to educate, demonstrate and present their form of art to the public. We would like a broad spectrum of artists, so if you are a musician, painter, writer, performer, photographer, poet, sculptor, potter, wood carver or any other kind of artist, we encourage you to apply today! We especially want to encourage “audience participation” activities for kids five and up, teens and adults.

**Important Deadline:** The BAC is applying for a Community Arts Support grant from the WV Commission on the Arts. We need to include information about the artists interested in participating in this event with the grant application.

**To complete our grant application by the deadline, we need your proposal not later than Saturday, February 11.**

The artists that are chosen to present at this free, informational day will be compensated \$100 for the event and up to \$50 for expenses, including components for take-home activities and demonstrations. Materials costing more than \$50 may be considered for reimbursement on an artist-by-artist basis. Materials must be itemized and a reimbursement form with receipts submitted by the day of the event.

You will be expected to set up your own materials, stay at your area during the presentation time and clean up your area by 5:00 pm. One table per space and at least one chair will be provided.

Please note that this is not an art show, but you may display samples showing techniques and hand out contact information to possible patrons.

What we need from each presenter at this time:

Your Resume – One page highlighting your qualifications as an artist; or a summary of your organization’s activities.

Presentation Description- Use the attached page to describe briefly how you would present your artwork to the public. This could be a demonstration, a “lesson” with audience participation, handouts, or lectures.

Contract: We require a completed contract form for submission with the grant application. The contract is contingent upon our getting sufficient funding for the event, either from grants or sponsorships.

BAC will contact you in July to confirm your participation. As plans progress, we will be in touch with you about your specific space and other requirements. We will need images showing your activity to use for promotion and a handout for visitors.

Please send your resume, description of your presentation and contract form to PO Box 984, Martinsburg, WV 25402. For additional information email [berkeleyartswv@gmail.com](mailto:berkeleyartswv@gmail.com).



This program is presented with financial assistance from the WV Division of Culture and History, and the National Endowment for the Arts, with approval from the WV Commission on the Arts.



DESCRIPTION OF PROPOSED ACTIVITY FOR ARTS EXPO

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

TELEPHONE(S) \_\_\_\_\_

Describe your proposed activity.

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How will you encourage your visitors to participate?

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PLEASE COMPLETE THE ATTACHED CONTRACT FORM.

SEND THIS FORM, YOUR RESUME AND CONTRACT TO

Berkeley Arts Council, Inc.  
PO Box 984  
Martinsburg, WV 25402

IF POSSIBLE, WE STRONGLY ENCOURAGE SUBMISSIONS BY EMAIL TO

Berkeleyartswv@gmail.com

A fillable PDF is available at [www.berkeleyartswv.org/artsexpo](http://www.berkeleyartswv.org/artsexpo)



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### Arts Expo Participation Contract

This contract between \_\_\_\_\_ (the Artist) and the Berkeley Arts Council, Inc. (BAC) covers services to be provided in connection with an Arts Appreciation Day (“Arts Expo”) to be held November 10, 2012.

The Artist will prepare and present a demonstration of skills and/or techniques representing an aspect of his or her area of expertise as an artist, as described on page two of this letter. The activities will take place during a five-hour event to be held at the Martinsburg Mall.

The BAC will compensate the artist \$100 for the preparation and demonstration and will reimburse up to \$50 for materials used to prepare the demonstration and for audience participation activities.

This contract is contingent upon BAC obtaining adequate funding for this activity through grant sources and community support.

ARTIST:

BERKELEY ARTS COUNCIL, INC.

\_\_\_\_\_  
Signature

by \_\_\_\_\_  
Malinda E. Shaver, President

\_\_\_\_\_  
Name

DATE: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City-ST-Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

DATE: \_\_\_\_\_