

Yellow Breeches Chapter Group Exhibit Proposal Application

Submitting Member: _____

Type of Event

- Exhibition Only
- Exhibition and Sales

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Event Location: _____

Event Cost: _____

(including, but not limited to, space rental, promotional costs, application fees, commission percentage)

Number of participants (minimum and maximum) _____

Theme, if any _____

Benefits to the Chapter _____

***Event application and/or contract must be attached to this form.
Space diagram, drawn to rough scale, must be attached to this form.***

Submitting Member accepts role as Exhibition Coordinator, as defined below:

1. Gather **Chapter Exhibit Artisan Applications** from potential participants for review with Standards VP.
2. Communicate decision regarding participation to interested members and remind them of their written promise to follow the participation rules.
3. Manage design and installation and removal of exhibit, including, but not limited to procuring and setting up display props, lights, signage, and assistance of participating members.
4. Accurately report sales and commissions, by participant, to YBC Treasurer, in cases where sales are processed in the name of the YBC.

Completed proposal must be submitted to VP Standards at least 150 days prior to the exhibit for review and acceptance/declination by the YBC Executive Board. If the proposal is approved by the YBC Executive Board, the Submitting Member must submit the applications of potential participants to VP Standards at least 120 days prior to the event. Approval will be withdrawn should there be insufficient qualified potential participant applications in this time.

Submitting Member Signature: _____ Date: _____