**Appendix A**

**Valley Craft Network Member Application**

**The Valley Craft Network (VCN) was formed in 1981 to provide an alternative format for a group  of professional craftspeople in the Middletown and Pleasant Valley areas to display and market  high quality craft items to the public.**

**Basic requirements for VCN members:**

A. Must produce a high-quality craft or fine art that will appeal to the VCN Market.

B. Must have on display a minimum of $5,000 of merchandise ready for sale during the tour.

C. Must have a minimum of 300 customer names to whom VCN Tour information can be sent. Tour  participants are expected to actively participate in marketing the event to their contacts and other  connections

D. VCN members must attend membership meetings and also actively participate in the group’s marketing efforts for the tour. Some of those tasks include: maintaining VCN website, Facebook page and other social media; facilitating the organizing member/guest email lists; design & produce our yearly  mailing/brochure, distribute brochures; publicity contacts for print promotion, and more.

E. Tour participants must be present during tour hours both days of the studio tour.

F. Must pay non-refundable dues of $200 at the first meeting of the year to show commitment and  additional publicity costs as marketing material are determined.

 G. As a member applicant you may apply to host a VCN Tour Stop or make arrangements to display with another member..

 Requirements for hosting a VCN Tour Stop are:

• Studio must be clean and organized

• Studio must possess a professional and suitable ambiance

• Studio must be within our tour boundaries

• Studio must be accessible and have adequate parking

• Must provide a welcoming atmosphere, refreshments, and bathroom facilities to customers  on the tour.

H. Applicants for membership must have their application/payment/images submitted to the group committee by January 11.

**Tour Boundaries**- The VCN Tour boundaries are within the area bounded by Route 40, between MD Route  66 Mapleville Rd and the top of Braddock Mountain, the ridge of Braddock Mountain running south to US  Route 340, US Route 340 running west to Route 67, Route 67 to Sharpsburg via Trego Rd, Mt. Briar Rd,  Porterstown Rd, and Burnside Bridge Rd. Then continuing North on MD route 65 Sharpsburg Pike to Manor  Church Rd to Mill Point Rd Continuing to MD Route 66 Mapleville Rd.

**To apply for full membership to the VCN please fill out the following application along with any additional publicity brochures, cards, photos, and/or examples of work.**

**Applications Fee is $25 made out to Valley Craft Network.**

**Please Email your completed application to  valleycraftnetwork@gmail.com OR submit it online. If you would like to snail-mail your application, please download the form, print & fill it out and send it to: Caprikorn Farms, 20312  Townsend Rd., Gapland, MD 21779.**

**The membership committee will review your application. After review of your application and images, the group may want to see samples of your work in person, and in the case of a tour location, visit your studio/display area prior to making a final decision.**

Appendix B

**Valley Craft Network Guest Application**

**The Valley Craft Network (VCN) was formed in 1981 to provide an alternative format for a group of  professional craftspeople in the Middletown and Pleasant Valley areas to display and market high quality  craft items to the public.**

**Basic requirements for VCN Guest:**

A. Must produce a high quality craft or fine art that will appeal to the VCN Market.

B. Must be within the VCN Tour boundaries

C. Must have on display a minimum of $1000 of merchandise ready for sale during the tour.

D. Must have a minimum of 200 customer names to whom VCN Tour information can be sent as well as an  active website and/or Facebook page. Guests are expected to actively participate in marketing the event  to their contacts and other connections.

E. VCN guest must be present during tour hours both days of studio tour.

F. Guest Applicants must submit digital photos or samples of work to the VCN. Additional samples may  be requested

G. If accepted, arrangements will be made with the hosting studio.

H. Artisans may participate as a “guest” for two consecutive years. After two years “guests” must become a  VCN Member even if they choose to continue displaying at another member’s studio.

I. Applicants for guest membership must have their application/payment/images submitted to the group committee by January 11.

**Tour Boundaries**- The VCN Tour boundaries are within the area bounded by Route 40, between MD Route  66 Mapleville Rd and the top of Braddock Mountain, the ridge of Braddock Mountain running south to US  Route 340, US Route 340 running west to Route 67, Route 67 to Sharpsburg via Trego Rd, Mt. Briar Rd,  Porterstown Rd, and Burnside Bridge Rd. Then continuing North on MD route 65 Sharpsburg Pike to Manor  Church Rd to Mill Point Rd Continuing to MD Route 66 Mapleville Rd.

**To apply for guest membership to the VCN please fill out the following application along with any additional publicity brochures, cards, photos, and/or examples of work.**

**Applications Fee is $25 made out to Valley Craft Network.**

**The membership committee will review your application. Please email your completed application to  valleycraftnetwork@gmail.com or submit your application online. If you would like to snail-mail your application,  please download the form, print and fill it out and send it to:**

**Caprikorn Farms, 20312 Townsend Rd, Gapland, MD 21779**

**VCN Membership Application**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of your business if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work (including materials and techniques): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Price Points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long have you been involved in your craft/art? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What shows and/or exhibitions have you participated in within the last three years?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Where else do you sell your work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide the following as pertains to your craft/art:

Website address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pinterest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you mail information to this list about shows/exhibitions/sales? \_\_\_\_\_\_\_

Do you have an e-mail list? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many contacts? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you need to display at another member’s location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a studio and/or display area appropriate for hosting as a VCN location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your parking and access to  your studio. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there anything else you would like to share with us for consideration in your application? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am applying for consideration as a Member\_\_\_\_\_\_\_\_ Guest \_\_\_\_\_\_\_

I have reviewed the Basic VCN requirements: \_\_\_\_\_\_\_\_\_

Please sign.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If more space is needed for your answers, please include an additional page.

Thank you for your application.

**Applications are to be submitted via email: valleycraftnetwork@gmail.com.**

**Please include 12 images of your work.**

**The application fee is $25.00.**

**Checks should be made out to Valley Craft Network and mailed to:**

**Alice Orzechowski**

**c/o Caprikorn Farms**

**20312 Townsend Road**

**Gapland, MD 21779**