

# EL JAYE ENTERPRISES

PO Box 3103 • Wilmington, NC 28406

910-799-2321 • 910-799-1407 (fax) • 910-352-6527 (cell)

Email: [ElJayeMusicman@aol.com](mailto:ElJayeMusicman@aol.com) • Web Site: [www.ElJayeEnterprises.com](http://www.ElJayeEnterprises.com)

May 8, 2012

Dear Artist:

On Saturday, June 23, 2012, the beautifully renovated **Community Arts Center**, located at 120 South 2<sup>nd</sup> Street in Historic Downtown Wilmington, will serve as host venue to a very special Arts & Entertainment event. **EL JAYE ENTERPRISES** has planned its "**Fourth Annual Cape Fear Community Arts Expo**". I would like to warmly and cordially invite you to share with us this special occasion by your presence and participation. A portion of the proceeds from this event will be donated to the **Community Arts Center** to help with its much needed funding in a sour economy.

This year's Expo, as in past events, is designed to feature and highlight a tasteful cross-section of the culturally rich and diverse offerings in **visual art (paintings, sketches, photography), crafts (pottery, jewelry, glassworks), spoken word (poetry and prose), and music** that the Cape Fear region and abroad has to offer. Guests who attend will have the opportunity to view and purchase works by local artists and craftsmen whose talents have reached many or only a few. This year's event will be a day-long expo of the arts and crafts, with the day concluding with a concert of music combined with the spoken word. The day portion of the event will be free and open to the public and the evening portion will require patrons to purchase tickets to attend. The schedule for the art show will be 1:00 p.m. to 5:00 p.m. and the concert is scheduled from 6:00 p.m. – 9:00 p.m.

If you would like to be part of this special event, please see the details outlined below:

## Vendor Fees, Requirements and Benefits

- **All vendors must pay a booth fee of \$50 for the event.**
- **Vendors will receive an 8' x 8' area to display their art, crafts, etc.**
- **If more space is needed, an additional fee of \$5 per square foot will be charged.**
- **Vendors will be advertised in local media as participants provided fees are paid and confirmed by June 9.**
- **Participating vendors will be listed in the program booklet that will be published for the event.**

To participate, please simply complete the enclosed form. Thank you for your support.

**NOTE: Deadline to respond and submit fee is June 16, 2012.**

# EL JAYE ENTERPRISES

PO Box 3103 • Wilmington, NC 28406

910-799-2321 • 910-799-1407 (fax) • 910-352-6527 (cell)

Email: [ElJayeMusicman@aol.com](mailto:ElJayeMusicman@aol.com) • Web Site: [www.ElJayeEnterprises.com](http://www.ElJayeEnterprises.com)

## Fourth Annual Cape Fear Community Arts Expo Vendor/Artist Form

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Other \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_ Payment type (circle) **CASH** **CHECK** **MONEY ORDER**

Do you need electricity? **Y** **N** Will you supply a banner? **Y** **N**

**Briefly describe what you will be vending:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please make all payments payable to:**

**El Jaye Enterprises  
PO Box 3103  
Wilmington, NC 28406**

**Thank you for your support of the Arts in the Community.**

**Please return this form by June 16, 2012.**

# EL JAYE ENTERPRISES

PO Box 3103 • Wilmington, NC 28406

910-799-2321 • 910-799-1407 (fax) • 910-352-6527 (cell)

Email: [ElJayeMusicman@aol.com](mailto:ElJayeMusicman@aol.com) • Web Site: [www.ElJayeEnterprises.com](http://www.ElJayeEnterprises.com)

## Additional Information

- ◆ The Art Show officially begins at 1:00 p.m.
- ◆ Load-in and set-up may begin at 11:00 p.m.
- ◆ Set up should be complete by 12:30 p.m. for anticipated early guest arrival.
- ◆ Artists will retain 100% of their sales.
- ◆ Artists should supply their own lights, drop cords, easels, stands, backdrops, etc. to present as professional and “gallery” appearance as possible.
- ◆ Artists shall maintain personnel at their booths to ensure security and safety of their artwork at all times. Neither El Jaye Enterprises nor the Community Arts Center shall be held liable for any thefts, accidents, or other possible damage to artwork.
- ◆ Artists shall present ONLY original art. Pieces may be hand painted, giclees, prints, photos, jewelry, pottery, sculptures, etc.
- ◆ Artwork must not contain any vulgarities, obscenities, or nudity. Please respect that this is for family viewing of all ages.

Thank you for taking the time to consider this letter and we wish to thank you in advance for your support. If you have any questions, please feel free to contact me at the numbers above. I wish you continued success as we work together to create awareness and support the local arts community.

Sincerely,

*El Jaye Johnson*

Leonard “El Jaye” Johnson, Owner  
El Jaye Enterprises