

## **HOMETOWN HANDMADE HOLIDAY MARKET**

November weekends: November 1-2, 8-9, 15-16

Fridays: 12noon-7pm (*with reception 5-7pm*)

Saturdays: 10am-4pm

*(cookies & cider throughout both days)*

**Select the weekends you want to sell:**

November 1-2

November 8-9

November 15-16

### **INFORMATION AND AGREEMENT**

The Caldwell Arts Council is hosting Hometown Handmade Holiday Market weekends during November. We are excited to showcase local food, art and craft vendors. Please complete the form below to participate (don't send payment til July). Also feel free to tell any other craft/local good producers you feel may want to participate. (Please note the Caldwell Arts Council is a juried gallery. We encourage and promote high quality Fine Art and Artisan Crafts, which are original creations of the artist and professional in appearance. All works must be in compliance with copyright law. Vendors must submit their applications by October 4, 2019 to be juried for the Hometown Handmade Holiday Market (unless you have already been juried in during the past few years).

#### **Vendor Spaces:**

Space sizes vary (but all will accommodate at least a 6-foot table, and all include wall space). All spaces are \$35/weekend on the main floor & \$30/weekend upstairs (I will get big arrows pointing shoppers upstairs!). Wall-only spaces in the hallway & stairwell are just \$20/weekend. Vendors provide their own tables, chairs, cloths, displays, hanging supplies, etc. Vendor spaces will be filled on the main floor first. Two artists may go in together on any space.

#### **Electricity:**

An electrical outlet is available in each space, if desired. Bring a 3-to-2 prong adapter (it's an old building...) and your own strip plug(s) and extension cord(s).

#### **Music:**

Pandora Radio music will be provided throughout the space.

#### **Vendor Responsibility & Indemnification:**

Vendors will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Caldwell Arts Council expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of its employees/representatives, and activities must not detract from the image or welfare of the Caldwell Arts Council. Vendor agrees to indemnify and hold harmless the Caldwell Arts Council from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the event.

#### **Direct Sales and Staffing:**

This is not a consignment sale; vendors will be responsible for manning their tables/booths at all times and intact until the market closes each day. The Caldwell Arts Council is not responsible for merchandise or display materials. Money collected by on-site vendors, along with any sales taxes, are the responsibility of the vendor. Guest internet access is available to vendors for using PayPal, Square, or any other third-party payment process.

#### **Setup / Breakdown:**

All vendors may begin setting up Thursday afternoon (2-5pm) or Friday morning (9am-12noon) and must ready to sell by 12:00 NOON Friday and by 10:00 AM Saturday during the event. Break down can start no sooner than 4:00 PM Saturday, to be completed by 6:00 PM. We plan to have a volunteer or two available to help with load-in and load-out. No sales items may be left until the following weekend (your tables/displays may remain in place if you have reserved additional weekends; we just don't want any liability for the merchandise through the week). Vendors are responsible for keeping their space clean and trash-free.

**Vendor Items:**

The Caldwell Arts Council reserves the right to have items removed that are considered inappropriate or an infringement of copyright.

**Cancellation of space:**

Vendor fees are non-refundable; if you are unable to participate for some reason, we will give you a donation acknowledgment for tax purposes. (These events are fundraisers for the arts council)

**Satie's Gift Shop Consignment (pending approval by our board):**

It's my plan to have the gift shop area set up as consignment space for artists who cannot purchase a booth/sales space, but this has not yet been approved by the Board. If it works out, items must hand-made and juried in by October 4<sup>th</sup>, and each item labeled with artist's initials and consecutively numbered (i.e. ABC-1 \$12, ABC-2 \$15, ABC-3 \$20...etc.) and itemized on a sheet of paper presented at time of delivery to the office. Price consignment items to include 30% consignment fee, and deliver along with this signed agreement. Consignment sales will be handled in the office Caldwell Arts Council staff and volunteers; you will receive payment for sales on or before December 15<sup>th</sup> & January 15<sup>th</sup> for November & December sales, respectively.

**Complete the following and return to the Caldwell Arts Council with payment no later than October 4, 2019:**

THIS AGREEMENT is made and entered into on the date shown below between the Caldwell Arts Council (hereinafter "CAC") and you (hereinafter "ARTISAN") for the Hometown Handmade Holiday Sale.

**Vendor Information:**

Artist(s) in booth: \_\_\_\_\_

Primary contact(s) cell: \_\_\_\_\_

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

Type of product(s) in booth: \_\_\_\_\_

**For Office Use Only:**

[ ] Juried/Accepted

Date Received: \_\_\_\_ Payment Received: \_\_\_\_\_ Space Assigned: \_\_\_\_\_