

Wake Forest Holiday Artisans Market

Sponsored by Wake Forest ARTS and The Wake Forest Farmers Market

At the Renaissance Centre for the Arts

405 S. Brooks St

Wake Forest, NC 27587

Vendor Application

Saturday, Dec. 3, 2016

10am to 4pm

The Wake Forest Holiday Artisans Market is an Indoor Juried Market showcasing local artisans and craftspeople.

Application and Acceptance

Applications must be submitted electronically or by mail or in person during the Application Period.

All applications must include full payment, NC Sales Tax Id # *and* electronic links to quality photos for consideration.

All applicants will be notified by Sept. 30, 2016 of their acceptance or placement on the waiting list.

Any applicants not accepted will be notified with a full refund (minus \$5.00 processing fee) by Sept. 30, 2016,

Opening/Closing Dates/Jurying

Applications will be accepted beginning June 1, 2016 thru Aug 31, 2016

BEGIN Date for Submitting Applications: June 1, 2016

DEADLINE For Acceptance of Applications: Aug31, 2016.

Jurying will take place during the first two weeks in September. Applicants will be selected based on a number of qualifications including but not limited to: quality of craftsmanship, uniqueness of product, number of other similar vendors, price ranges.

The jury will be selected by the Boards of Wake Forest ARTS and The Wake Forest Farmers Market.

Fees and Payment options:

Full payment is due with application. No application will be considered without full payment and sales tax id#.

Applicants not selected as vendors will receive a refund.

Applicants may choose to pay by:

Mailing a personal/cashiers check to: PO Box 528, Wake Forest, NC 27588

(your application is not complete and space is not reserved until your full payment is received).

Email: holidayartisansmarket@gmail.com

Pay Pal at <http://wakeforestarts.org/?s=Holiday+Artisans+Market> enter WF HAM in purpose line.

Refunds and Cancellations

All applications are considered final upon acceptance. No refunds will be given after formal acceptance or because of no-shows.

Booth Spaces and Requirements

- Booth space allocation is at the sole discretion of WF Holiday Artisans Market committee.
- Booth Spaces are 10x10
- A limited number of spaces with electricity are available for an extra \$10 fee.
- (Bring your own extension cords and power strips- we do not provide them!)
- No tents or canopies of any kind will be allowed inside the building.

__ 10x10 booth \$65

__ Indicate number of spaces needed

__ Electricity \$10

Vendors *must* provide tables, table coverings and all material needed for display.

Displays must fit within the designated 10 x 10 space with room to maneuver appropriately around display.

(Shared spaces will be considered, subject to jurying. Fee will be \$40 per artist/craftsperson/)

Sales

Vendors must remain with their booths during sales hours (or arrange to have someone cover their brief absence.)

All sales will be transacted by and will go directly to the vendors.

All applicants are required to provide a valid NC Sales Tax ID #.

We make no guarantees as to the amount of profit that will be generated by vendors.

Set Up and Breakdown

Set up 8:00am to 10:00am

Vendors may begin set up at 8:00 am. All Booths must be fully set up by 10:00am.

All vendors are responsible for the complete set up and breakdown of their booth.

Parking after unloading is available behind the Renaissance Centre or across Elm St. in the Town parking lot.

More information about set up and other details will be available upon acceptance and closer to the Market date.

Breakdown 4:00pm to 6:00pm

All booths must be broken down and all items completely removed from the premises by 6:00pm.

Submission Check List:

1. Application Form with all information

2. Payment in full via check, credit card or PayPal

3. Valid NC Sales Tax ID#

4. Electronic links to quality photos to be used for jurying and marketing. Please attach 3 high quality photos for promotional material. Avoid busy backgrounds, showcase your product.

(Email to: holidayartisansmarket@gmail.com)

5. Brief but dynamic description of products to be used for jurying and marketing.

(Include any applicable links to Websites, Facebook, Instagram, Etsy, etc.)

6. Signature indicating you understand and agree to all aforementioned terms and conditions.

Application for Dec. 3, 2016
Wake Forest Holiday Artisans Market

At the Renaissance Centre for the Arts
405 S. Brooks St.; Wake Forest, NC; 27587

Vendor Information

Name of Business or Artisan: _____
Contact Name: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip Code: _____
Valid NC Sales Tax ID# _____

Acceptable Items

All items for sale must be crafted locally within a 75 mile radius of the Renaissance Centre for the Arts. All items must be made (or substantially altered or embellished) by the person selling them. *Please do not apply to resell merchandise. Only products listed on application will be allowed to be sold.*

- | | | |
|--|---|--|
| <input type="checkbox"/> Art/Sculpture/Painting | <input type="checkbox"/> Dolls and Miniatures | <input type="checkbox"/> Paper Goods |
| <input type="checkbox"/> Batik/Fabric/Fiber Art | <input type="checkbox"/> Furniture/Woodwork | <input type="checkbox"/> Pet Supplies |
| <input type="checkbox"/> Candles/Soaps/Lotions | <input type="checkbox"/> Glass/Metal | <input type="checkbox"/> Plants and Floral |
| <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Graphics/Photography | <input type="checkbox"/> Quilts |
| <input type="checkbox"/> Children(Toys) | <input type="checkbox"/> Holiday/Weddings | <input type="checkbox"/> Vintage |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Housewares | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crochet/Embroidery/Knitting | <input type="checkbox"/> Jewelry | |

Please provide electronic links of photos of your products to be used for jurying and in promotional material for the Market. _____

Please attach 3 high quality photos of your products for promotional material. _____

Please provide a brief, but dynamic description of your product(s) to be used in promotional material for the Market. Include links to Websites, Facebook, Instagram, Etsy, etc. _____

10x10 booth (\$65) Indicate number of spaces needed Electricity(\$10) **Total Due** _____

No# of of spaces at \$65/each _____ plus electricity (multiple spaces only require one electricity fee _____

Pay Pal link: <http://wakeforestarts.org/?s=Holiday+Artisans+Market> Enter WFHAM in purpose line.

The undersigned does hereby release from all liability and agree to hold harmless The Renaissance Centre, The Town of Wake Forest, Wake Forest Arts, The Wake Forest Farmers' Market, their employees or Boards of Directors for any injury or loss suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of the Renaissance Centre. The undersigned also agrees to exonerate and hold harmless both the property owners and lessees from any and all liability for injury or damage to their persons caused by the activities of the undersigned or its employees, volunteers, or representatives upon said premises, including, but not limited to, any costs, including attorneys' fees.

Submitting this application indicates that you have read and agree to abide by all terms and requirements stated above.

Signature _____ Date: _____

Printed Name _____ Date: _____