

The Wake Forest Holiday Artisans Market

Saturday, December 2, 2017; 9am-3pm

Indoor Juried Market Showcasing Local Artisans and Craftspeople

Sponsored by Wake Forest Arts and the Wake Forest Farmers Market

At the Wake Forest Renaissance Centre for the Arts

Application and Acceptance

Ways to Apply

- EntryThingy: <http://www.entrythingy.com/>
- Download pdf file from <http://wakeforestarts.org/artists/artisans-market/>
 - Print and scan paper copy and email to holidayartisansmarket@gmail.com
 - Mail paper copy to: PO Box 528, Wake Forest, NC 27588 (include \$10 non-refundable application fee)

Application Must Include

- \$10 non-refundable application fee. Payment methods:
 - PAYPAL at <http://wakeforestarts.org/artists/artisans-market/>
 - CHECK payable to **Wake Forest Arts**, mailed to PO Box 528, Wake Forest, NC 27588
- NC Sales Tax Id # (9-digit number 6XXXXXXXX)
- 3 high-quality electronic photos (300 DPI or better) for consideration. Photos sent by phones are not acceptable. Photos should be uploaded to EntryThingy or emailed to holidayartisansmarket@gmail.com

NOTE: When booths are shared, each artist must submit an individual application and pay the application fee.

Opening and Closing Dates/Jurying

- **Begin Date** for Submitting Applications: **May 15, 2017**
- **Deadline** for Acceptance of Applications: **July 31, 2017**
- 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 range
- The jury will be selected by the WF Holiday Artisans Market Committee
- All applicants will be **notified by August 15, 2017** of acceptance or placement on the waiting list

Fees

- \$10 Application Fee (non-refundable fee due with submission of application)
- Booth Fee (due upon acceptance, must be received by August 31 or space(s) will be forfeited)
 - \$65 per booth space (+ \$10 for electricity)
 - \$35 per artist/craftsperson for shared spaces, each artist subject to application fee and jurying

Booth Space and Requirements

- 8x8 booth at \$65 (indicate number of spaces)
- Shared spaces at \$35 per artist/craftsperson
- Electricity at \$10 per booth (limited number of spaces with electricity available)

- Bring your own extension cords and power strips. No materials provided
- Booth space allocation is at the sole discretion of WF Holiday Artisans Market Committee
- Vendors must provide all material needed for display, tables, coverings, backdrops, etc.
- Displays must fit within the designated 8x8 space with room to maneuver around display
- No tents or canopies of any kind will be allowed inside the building

Sales

- Vendors must remain at booth during sales hours
- All sales will be transacted by and will go directly to vendors
- All applicants are required to provide a valid NC Sales Tax ID #
- There is no guarantee as to the amount of profit that will be generated by vendors

Set Up and Breakdown

- **Set up: 6:30am to 8:30am**
 - Vendors may begin set up at 6:30 am. All booths must be fully set up by 9:00am
 - 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 3:00pm to 5:00pm**
 - All booths must be broken down and all items completely removed from the premises by 5:00pm

Submission Check List

- **Application Form** with all information (e)mailed or submitted via EntryThingy
- **\$10 non-refundable application payment** via check or PayPal
- Valid NC **Sales Tax ID#** (9-digit number 6XXXXXXXX)
- 3 high-quality **electronic photos** (300 DPI or better) to be used for jurying and marketing
 - Avoid busy backgrounds, showcase your product
 - Photos sent from phones will NOT be of high enough quality
 - Upload photos on EntryThingy or email to holidayartisansmarket@gmail.com
- Brief but dynamic **description of products** to be used for jurying and marketing
- Include any applicable **links** to Websites, Facebook, Instagram, Etsy, etc.
- **Signature** indicating you understand and agree to all aforementioned terms and conditions

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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"/> Candles/Soaps/Lotions | <input type="checkbox"/> Graphics/Photography | <input type="checkbox"/> Furniture/Woodwork |
| <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Paper Goods |
| <input type="checkbox"/> Fabric/Fiber Art | <input type="checkbox"/> Needlecraft | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Glass/Metal | <input type="checkbox"/> Painting | <input type="checkbox"/> Other |

Email the following to holidayartisansmarket@gmail.com:

- 1) **3 high-quality photos (at least 300 DPI) of your products for jurying and promotional material. (Photos sent from phone will NOT be of sufficient quality for jurying and catalog.)**
- 2) **A brief, but dynamic description of your product(s) to be used in promotional material for the Market.**
- 3) **Electronic links to Websites, Facebook, Instagram, Etsy, etc.**

____ 8x8 booth (\$65, indicate number of spaces needed)

____ Shared Space (\$35/each participant)

____ Electricity (\$10) (multiple or shared spaces only require one electricity fee)

Total Due _____

Find PayPal link at: <http://wakeforestarts.org/artists/artisans-market>

Make Checks Payable to: Wake Forest Arts. Mail to: PO Box 528, Wake Forest, NC 27588

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:** _____