

Studio 550 Handmade Holiday Market
Saturday November 23, 2013

Dear Maker:

You are invited to apply to be a vendor at the 1st annual Studio 550 Handmade Holiday Makers Market. Space is limited so if you are interested in applying please fill out the application below and send it to the address listed as soon as possible.

DATE: November 23, 2013, Saturday

TIME: 12PM-5PM

LOCATION: Studio 550 Art Center & Gallery 550 Elm Street, Manchester, NH 03101

FEE: \$30 - Space that comes with half of an 8ft table (shared with a neighbor) or a 4x4ft table and a chair

\$25 – Space, but no table, chair optional (free of charge)

\$5 if you require electricity

RULES AND INFORMATION:

1. Doors open at 10am for Set up
2. All Makers are required to be set up by opening and remain set up until closing at 5PM
3. Tables should be covered on top and three sides
4. Space are fairly small – 4x6 or 5x5. Please plan accordingly to create an attractive display. This may mean shelving, a back panel, or pedestals to raise your work up.
5. Makers are asked to stay within their spaces to safety reasons
6. We restrict goods sold to “hand crafted” items only. No Tupperware, Discovery toys, or pre-made wholesale items. Emphasis will be on quality, original, and professional work.
7. Makers are encouraged to actively create their work while the craft show is open. It is a better use of your time, it is fun for the visitors, and it gives a talking point to engage.
8. We may limit popular items to keep a diverse offering. Please list all types of work you will be selling. You must submit images of your work as part of this application.
9. We must approve of food for sale items. These people must be approved by the MHD.
10. There is no admission fee to the public.
11. Studio 550 is not responsible for items lost or stolen during the weekend.
12. Electrical outlets are available on a limited basis. You must provide your own extension cords and they must be taped to the floor or covered to reduce tripping hazard.
13. There will be a \$25 charge for checks returned for insufficient funds
14. If you are selling candles, they may not be lit indoors.

APPLICATIONS: You may submit your application three different ways:

1. **Email** this completed application with digital images of your work and send a check in separately. No applications will be reviewed without payment. If all spaces are taken or you are otherwise not accepted into the show you will be informed, your check will not be cashed and it will be disposed of properly.

2. **Mail:** You may mail in this application and all supporting information to the address below
3. **In Person:** You may drop off this application and all supporting information to the same place.

NOTICE OF ACCEPTANCE: You will be informed of the status of your application via email. Please make sure it is legible on your application. You will receive table assignments and further information before the event.

REFUND POLICY: Any cancellations received before November 1 will be refunded minus \$5. Cancellations on or after that date will not receive a refund.

CHARITY RAFFLE: We will be holding a raffle to benefit a local non-profit (TBD). We invite you to donate an item, minimum value \$5 to this cause. Items will be clearly marked with your name and where your table is, so it will help generate publicity for your table as well as raise money for a good cause. Participation is optional, but we hope you join.

**Studio 550 Handmade Holiday Market APPLICATION
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Name: _____ Phone: _____

Address: _____

Email Address (Print LEGIBLY): _____

Website: _____ Age: _____

Short description of what you will be selling: _____

Approximate Price Range of work: _____

Please send 3-5 images that are representative of the work you will be selling.

Choice of space: Entrance Space, Table, Chair, and Shelving (\$75) _____

General Space Table and chair (\$30) _____

No Table, Yes Chair (\$25) _____

Electricity? _____

Any other special needs or requests? (we may or may not be able to fulfill your needs, but we can try) _____

Send applications to

Studio 550

Handmade Holiday Market
550 Elm Street

Info@550arts.com
603.232.5597

Manchester, NH 03101
