



## Studio 550 Handmade Holiday Market

Dear Maker:

You are invited to apply to be a vendor at the 3<sup>rd</sup> Annual Handmade Holiday Market at Studio 550. Space is limited so if you are interested please fill out the application below and send it to the address listed as soon as possible.

**DATE:** November 21, 2015, Saturday

**DEADLINE TO SUBMIT IMAGES FOR POSTCARD:** September 14<sup>th</sup>, 2015

**DEADLINE FOR VENDOR APPLICATIONS:** Applications will be accepted until space fills up. We tentatively cap the event at 16-20 vendors.

**TIME:** 12PM-5PM

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

**FEE:** \$65 - front entrance spaces (limited)

\$35 - Space that comes with half of an 8ft table (shared with a neighbor) or a 2x4ft table and a chair (optional)

\$30 - Space, but no table, chair (optional)

\$5 - electricity

### **RULES AND INFORMATION:**

1. Goods sold must be "hand crafted". No pre-made wholesale items. Emphasis will be on quality, unique, original, and professional work.
2. 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.
3. 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.
4. Doors open at 10am for set up
5. All Makers are required to be set up by opening and remain set up until closing
6. Tables should be covered on top and sides
7. Makers are asked to stay within their spaces to safety reasons
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. Food Vendors must be approved by the Manchester Health Department.
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 while indoors.

**APPLICATIONS:** You may submit your application three different ways:

1. **Email** (preferred) Send this application in with digital images of your work and send a check separately. No applications will be reviewed without payment. If all spaces are taken or you are not accepted, you will be informed and your check will be disposed of.



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:** No refunds for no-shows or cancellations after October 31<sup>st</sup>

**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.

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**Studio 550 Handmade Holiday Market APPLICATION**  
**Saturday November 21, 2015**

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.**

Options: Entrance Space, Table, Chair, and Shelving (\$65) \_\_\_\_\_

General Space, Table and one chair (\$35) \_\_\_\_\_

General Space, No Table, one chair (\$30) \_\_\_\_\_

Electricity (\$5)? \_\_\_\_\_

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

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**Send applications to**

Studio 550

Handmade Holiday Market

550 Elm Street

Manchester, NH 03101

Info@550arts.com

603.232.5597

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