



Studio 550 6th Annual Handmade Holiday Market Vendor Application

Space is limited. Please apply as soon as possible.

DATE: November 24, 2018, (Same as Small Business Saturday/the Saturday after Thanksgiving)

DEADLINE FOR VENDOR APPLICATIONS: Applications will be accepted until space fills up. We usually cap the event at about 15 vendors.

TIME: 10AM-2PM

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

FEE: \$25 - Space that comes with half of an 8ft table (shared with a neighbor) or a 2x4ft table and a chair (optional), \$5 for electricity (to be paid the day of the event)

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 8:45am 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 in one of the following different ways:

1. **Web form & emailed images (preferred): Fill out the webform linked on our "Opportunities" page and email us images to info@550arts.com**
2. **Email (second choice):** 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, your check will be disposed of.
3. **Mail:** Mail in this application and all supporting information to the address below.
4. **In Person:** 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. You will receive additional vendor information before the event.
REFUND POLICY: No refunds for no-shows or cancellations after October 31st

Studio 550 Handmade Holiday Market APPLICATION
Saturday, November 24, 2018

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. Please make sure they are good quality, as we will be using these for digital marketing.

Options:
General Space, Table and one chair (\$25) _____
Electricity (\$5)? _____

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 Art Center
Handmade Holiday Market
Info@550arts.com
550 Elm Street
603.232.5597
Manchester, NH 03101
