



2020 Holiday Artisan Craft Fair

November 12-15 & November 19-22
Thursdays & Fridays 1pm-5pm
Saturdays 9am-5pm
Sundays 10am-3pm

Eligible Merchandise: toiletries (candles, soaps/lotions, etc.) jewelry, stationery, ceramics, wood crafts, textiles, home décor, unique gift items, and more!!! All items must be hand-made. Suggested maximum retail value: \$100. Most items should be priced under \$50.

Vendor Commission: Arts Center East receives 30% commission on all sales. (20% for artist/artisan members.) Sales tax will be added by staff.

Drop-off dates: Saturday Nov. 7 & Sunday Nov. 8, 10am-2pm; Monday Nov. 9, Tuesday Nov. 10, & Wednesday Nov. 11, 2-6pm

- Due to COVID and the nature of inventory drop-off, appointments in 1hour blocks will be made ahead of time
- Drop-Off appointments will be confirmed on a first come-first served basis - Vendors will email the gallery to set up their drop-off appointment

Pick-up dates: Monday Nov. 23 & Tuesday Nov. 24, 2-6 PM; or by appointment.

Display area: Tables and white coverings are supplied by ACE. Each vendor will receive approx. 3-4 linear feet of table space. Vendors are encouraged to provide display props and decorations for their section. Vendors are required to set up their own display with properly labeled items which include vendor codes and price. Items without labels or incomplete labels cannot be sold.

Vendors are NOT required to be onsite throughout the event. Your responsibilities are simply to bring your work to ACE with the completed documentation and to set up your own display area. ACE Staff & Volunteers conduct all sales however, we welcome you to be present on sale dates if your schedule allows.

Vendors will be notified by Oct. 24th regarding application acceptance. If accepted, we will send you a standard inventory form with an assigned artist code, instructions for labeling your work, and a liability waiver. The completed inventory form and waiver must be submitted along with your work. *Commission checks will be mailed no later than 30 days after Nov. 22nd.*

If COVID restrictions change in the Fall (and an onsite event is not possible) this event will continue as an ONLINE EVENT:

- The online fair will be hosted on the Arts Center East website
- Featured vendors must submit product images, completed inventory form with pricing, and liability waiver NO LATER THAN Oct. 31st (If the required documents are not submitted, the vendor will not be able to participate)

* **ACE Artist/Artisan Membership Benefits:** Annual Artist/Artisan membership of \$40 provides a 20% commission on members' sales versus 30% on non-member's sales. Each Artist Member's work is featured on the ACE website with images and a brief bio; guaranteed acceptance to Annual Artist Members' Group Show; 10% discount on classes and purchases; opportunities to sell your art work in exhibits and gift shop. (*Application for Artist/Artisan Membership is \$25 with artist bio and 3-5jpeg images*)



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VENDOR APPLICATION: Return via email or mail by October 18, 2020.

Name _____

Business Name, if applicable _____

Street Address _____

Town _____

State _____

Zip _____

Email _____

Phone _____

Description of your work. Please submit (by email) 3-5jpeg images as an example of your work, and for possible use in advertising purposes (upon acceptance).

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