

Holiday Arts Market 2023 - Vendor Application

Contact Information:

Name:

Business Name:

Phone Number:

Email Address:

Social Media Handles (if applicable):

Business Information:

What do you make / sell?

Where are you located?

Do you require table space, wall space, or both?

What time do you want to set up?

If you are not already, would you be interested in becoming a vendor in the Gift Shop after the closure of the Holiday Arts Market Event?

Do you offer custom work in addition to your products? (Many customers ask about custom work from our makers, and we'd like to be able to direct them accordingly.)

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Conditions / Terms of Participation

- Artists/Artisans are not required to be on site for the duration of the Holiday Arts Market, that being said, if you would like to hang out with us during the day (allowing people you know to stop by and chat/support your work) you are more than welcome to do so.
- All vendors must be a Member of The Station Arts Centre to participate. (Membership fees are \$50.00 / year for a single Membership or \$80.00 for a Family Membership.
- We will be providing a schedule for Vendors to arrange their spaces and bring in their work for Saturday. This will give you the opportunity to come in, arrange your work in an appealing manner, and ensure that the staff has any information needed. Please confirm with us ASAP on when you are available to come in for the set-up of your space. **(Date provided: December 2nd 9 -4pm)**
- When arriving at the Gallery, please let staff know who you are and what you will be doing at that time. This helps us ensure that we keep track of numbers and allows us to mark off which artists/artisans have dropped their items off and set up, and gives us the chance to direct you to your vendor area / provide any required set-up equipment.
- Hammers/nails, table cloths, and step stools are available, however vendors are to provide their own additional required tools for set-up and table display elements. (i.e. specialised hanging materials if required, jewellery busts, table risers/decorations, etc.) Feel free to dress your table with an alternative tablecloth if desired. If you have festive items to decorate your table and space with, please feel free to do so!
- All items must be documented according to our provided Inventory / Labelling System, this ensures that all parties have a reference of products provided to the gallery for the event and provides reference materials for sales processing. We ask that items be documented into an inventory sheet and labelled with corresponding price stickers prior to arrival if possible. (*Inventory Sheet / Labelling Guidelines Provided Separately*)
- The Station Arts Centre does not take responsibility for damaged / lost items during the duration of the event. We do provide a standard level of security, have an alarm-activated system for after-hours, and security cameras on the premises. Shoppers will never be left unattended without a Staff Member on site.
- All sales are to be processed through the Front Desk, and our Staff will be in charge of processing and documenting sales. If you are staying near your space for a portion of the event, please do not process sales yourself at your table via any 1:1 transactions- as all sales from the event must be tracked and processed through the Station Arts Centre. (Failure to comply with this regulation will result in future consideration of your participation in sale-based events at the Station to be prohibited.)

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- Sales for the Holiday Arts Market will be 20% commission. The commission rate is lowered from the standard 30% the Baggage Room Gift Shop consignment rate. **Please note if you are leaving items after the Market Event to be sold within the Gift Shop, the standard rate will apply after the duration of the event.**
- Participants / vendors must either have enough items to fill half a 6 ft. table on their own OR not exceed 8 ft of wall space. Multiple vendors may split one table space, if desired. If you'd like to share a table space all the vendors within the space must still submit individual inventory sheets / applications, however.
- We provide promotional graphics to vendors to help promote the event, when you hear back from your application they will be provided to you and we would greatly appreciate any support you can give with sharing about the event to your online audience, family, and friends.

Please Sign and Date below to indicate you have read and understand the Conditions / Terms of Participation as a Vendor in the Holiday Arts Market at the Station Arts Centre:

Name:

Date: