

Stanly Arts Guild Valentine's Jewelry & Gift Event

Vendor Agreement

Stanly Arts Guild & Gifts
330-C N Second St., Albemarle, NC 28001
704-983-4278

Event Dates: *Wednesday, February 10th thru Saturday, February 13th, 2021*

Location and Hours: The show will be staged in the sales area of the Stanly Arts Guild & Gifts store, located at 330-C N Second Street, Albemarle, NC. Normal store hours will apply: Wed & Fri - 12-4; Thurs - 12-6; Sat - 10-4. The volunteers of the Stanly Arts Guild that work in the store each day will handle sales for all vendors during the event. The Stanly Arts Guild will also collect & remit state & county taxes for all sales.

Booth Sizes & Fees: Space sizes will be 4'x2'. Fees will be \$20 for the 4'x2' space for the 4 day event.

Vendors will be responsible for providing their own tables/booth furniture. Space is limited so vendors need to make sure their booth is no larger than the 4'x2' previously specified. Use of risers and elevation changes is encouraged to enhance the appearance of your display. Any approved lighting will need to be plugged into a surge protector & may need to be secured to the floor to prevent trip hazards. Access to receptacles is limited & will be provided on a first come, first served basis, so contact the store Director, Wendy Hillhouse, as soon as possible to arrange lighting.
Wendy Hillhouse: mobile = 704-985-0855 text & identify yourself as an event vendor in the text message.

Artist participation: If you are an artist that makes items that can be customized then feel free to be onsite at your booth for this event if that works best for you from a customer service perspective. This will also provide an opportunity for you to meet customers and for them to ask questions about your work. This would be wonderful word of mouth advertisement as it is a service that typically cannot be provided by most jewelry stores.

Artist's payment: The Guild will remit payment of all sales to the artist, less 15% commission for Guild members or 30% commission for non-members, by February 28th, 2021. (If you are currently NOT a member of the Stanly Arts Guild but would like to join to enjoy the lower commission rate, please be sure to include a Stanly Arts Guild Membership Application Form, along with membership payment, with your Vendor Application Form & rental fee. The membership fee is ½ price after December 31st, so a Single membership is \$20 & a Family membership is \$25 for January thru June, 2021.)

Inventory: The Guild will provide each vendor with inventory sheets and an artist number, (unless the vendor already has an artist number). The artist number, the item number and price must be on all items on a removable tag. All items must be listed on inventory sheet(s). The Guild store volunteers will handle all sales and will update your inventory list. Guild members will be at the Guild store on set up days to assist vendors with this process.

Items and Jury Instructions: Due to the potentially high volume of participants, this will be a juried show. When you bring your vendor application to the Guild, please include at least 2-4 pictures of the

items you will be selling, for jury review. If you plan to sell multiple types of items, i.e. jewelry, scarves, cards, etc., be sure to provide examples of all of the different items in your pictures. Items brought in for sale will still be subject to review as pictures do not always depict the true nature of the product. If any product is deemed inappropriate or not meeting the criteria for participation, the vendor will be asked to remove the item(s) and not include them in their sales booth for the duration of the sale.

Set up Date and Time: Set up will be Sunday, February 7th, from 2pm-6pm; Monday, February 8th, from 12pm-4pm; & Tuesday, February 9th, from 3pm-7pm.

All booths must be set up by 12pm Wednesday, February 10th, 2021, unless other arrangements have been made.

Break Down and Removal: Breakdown will be Wednesday, February 17th, from 12pm-4pm; Thursday, February 18th, from 12pm-6pm; & Friday, February 19th, from 12pm-4pm. ***Any items remaining in the Guild store after 4pm on Friday, February 19th, 2021, will be considered property of the Stanly Arts Guild.***

Guild Responsibilities:

- The Guild will provide space for your display in the most attractive manner possible while maintaining good visibility of your work for security reasons.
- The Guild will handle all marketing for the show. The Guild will provide marketing materials to participating artists upon request.
- The Guild will process all sales and will update your inventory records as sales occur.
- The Guild will collect and remit all state and local sales tax on all sales.

Vendor/Participant Responsibilities:

- Vendors must complete & return an application, pictures of proposed sales items & booth rental fee no later than 4pm, Friday, February 5th, 2021.
- Vendors must supply gift boxes and/or bags for jewelry items.
- Vendors must provide their own tables and/or booth furniture. Table and/or furniture sizes need to conform to the specified booth size – 4'x2'.
- Vendors must have their booth set up by 12pm, Wednesday, February 10th, 2021, unless other arrangements have been made.
- Vendors need to make sure all items for sale have removable tags which clearly denote their artist number, item number and price.
- Vendors must make sure that all items on display are accurately listed on their inventory sheets & that the inventory sheets are in the inventory book at the front desk.
- Vendors are responsible for keeping their booth neat & organized, as well as stocked with inventory for sales.

Stanly Arts Guild reserves the right to refuse or remove any items that may be considered inappropriate.

While every care will be taken, Stanly Arts Guild and its volunteers cannot be held responsible for theft, breakage or damage to any items being sold in its store.

Stanly Arts Guild: (704) 983-4278 – Please leave a message if no answer & make sure to refer to the Valentine Event.

You may also contact Wendy Hillhouse, store Director, at 704-985-0855, text or call & identify yourself as an event vendor in your text message.

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Vendor Application Form

Wednesday, February 10th thru Saturday, February 13th, 2021

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Please complete this form and return with your payment to reserve your space.

Check one below:

Booth Fee: Single 4'x2' \$20 ____

Need additional space for your booth? Some doubles & 2 triples are available. Contact Wendy Hillhouse at 704-985-0855 to reserve the additional booth space. First come, first reserved. Doubles: \$40 Triples: \$60

Payment types accepted: Cash, Check or Credit Card

Checks should be made out to Stanly Arts Guild. Credit card payments may be made in person at the store.

- **All items must be handcrafted or handmade. No kits or resale items allowed.**
- **Stanly Arts Guild will retain 15% commission on all Guild member sales.**
- **Stanly Arts Guild will retain 30% commission on all non-member sales.**

If you are currently NOT a member of the Stanly Arts Guild but would like to join to enjoy the lower commission rate, please be sure to include a Stanly Arts Guild Membership Application Form, along with membership payment, with your Vendor Application Form & rental fee. The membership fee is ½ price after December 31st, so a Single membership is \$20 & a Family membership is \$25 for January thru June, 2021.

Artist Name _____

Business Name (if applicable) _____

Mailing Address _____

Phone: Home _____ **Mobile** _____

Email Address _____

Website (if applicable) _____

Brief description of items being proposed for sale: (Use back of page if more room is needed.)

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I have read the complete Stanly Arts Guild Vendor Agreement and agree to abide by its content and requirements.

Signature of Vendor _____ **Date** _____