



# Handmade Market

## Vendor Agreement

**Event Date: November 15<sup>th</sup>, 2025 (9am – 3pm)**

**Location and Hours:** The show will be staged outdoors in assigned areas of the Stanly Arts Guild Store Parking Area, located at 330-C N Second Street, Albemarle, NC. The show/sale will be in place for a total of 1 day. Vendors will handle sales for all of their own sales during the show. The Stanly Arts Guild will only collect Vendor Space Fees for the event date.

Hours of the event will be from 9 AM to 3 PM.

### Vendor Area Sizes & Fees:

Vendor Areas will be 10 ft x 10 ft assigned spaces.

Vendors may request multiple spaces and must designate if they need them together or prefer for them to be separate. Space will be limited to 25 vendor spaces in total. Booth fees are listed below:

- **Stanly Arts Guild members** = \$40 for an assigned 10 ft x 10 ft vending space
- **Non-Members** = \$50 for an assigned 10 ft x 10 ft vending space (A vendor may become a Guild member for \$40 for 1 year & only pay \$40 booth rental = \$80 Total.
- Stanly Arts Guild will not collect sales tax or commissions on items sold in the vending area of the Handmade Market.
- Stanly Arts Guild will not collect payment of items sold in the vending area of the Handmade Market.
- All sales in the Handmade Market Vending Area are the responsibility of the Vendor.

Vendors will be responsible for providing their own tables/booth furniture. Space is limited, so vendors need to make sure their vending area is no larger than 10 feet x 10 feet, as previously specified. Use of risers and elevation changes is encouraged to enhance the appearance of your display. If lighting is desired or required vendors will need to use battery powered lights. There is no acceptable access to receptacles that do not pose a trip hazard to customers. Questions may be directed to the Stanly Arts Guild Store Director: Tiffany Harwood.

### Items and Jury Instructions:

All items in the Handmade Market event must be Handmade in nature, and not mass produced. Due to the potentially high volume of participants, this will be a juried show. When you bring your vendor application to the Guild, please bring at least 2-4 pictures of the items you will be selling, to be approved. If you plan to sell multiple types of items, (for example sewn purses, sewn scarves, sewn shawls, etc.), be sure to provide examples of all 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:**

- All booths must be set up by 9 am on Saturday, November 15<sup>th</sup>, unless other arrangements have been made.

**Break Down and Removal:**

- Breakdown of vendor areas will be on Saturday, November 15<sup>th</sup>, after 3 PM

Any items remaining in the Guild store after 7pm on Saturday, November 15<sup>th</sup>, 2025, will be considered property of the Stanly Arts Guild, unless other arrangements have been made with the Stanly Arts Guild Store Director, Tiffany Harwood.

**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, including ads on Facebook, emails to all 600+ email subscribers & printed materials. The Guild will provide printed marketing materials to participating artists upon request.

**Vendor/Participant Responsibilities:**

- Vendors must complete & return an application, pictures of proposed sales items & booth rental fee no later than 6 pm, Friday, November 7<sup>th</sup>, 2025.
- 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 – 10 ft x 10 ft.
- Vendors must have their booth set up by 9 am, Saturday, November 15<sup>th</sup>, 2025, unless other arrangements have been made.
- Vendors are responsible for keeping their booth neat & organized, as well as stocked with inventory for sales.
- All sales in the Handmade Market Vending Area are the responsibility of the Vendor.

*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.*

**For Questions regarding the Handmade Market:**

Stanly Arts Guild Store Director: Tiffany Harwood

email: stanlyartsguild19@gmail.com



# Handmade Market

## Vendor Application Form

November 15<sup>th</sup>, 2025

330-C N Second St • Albemarle, NC 28001 • 704-983-4278

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

**Space Fees:** (Write in number of vendor spaces needed)

**10ft x 10ft     \$40 \_\_\_\_\_ (Member)     \$60 \_\_\_\_\_ (Non-Member)**

*If you are currently NOT a member of the Stanly Arts Guild but would like to join to enjoy the reduced booth rental, please be sure to include a Stanly Arts Guild Membership Application Form, along with membership payment, with your Vendor Application Form & rental fee.*

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. No credit card payments will be accepted via phone.

 **All items must be handcrafted or handmade. No mass produced kits or resale items allowed.**

**Artist Name:** \_\_\_\_\_

**Business Name: (if applicable)** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_

**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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*APPLICATION CONTINUED ON BACK*

*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.*

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

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**Brief description of items being proposed for sale (Continued, if necessary):**

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**SAG USE ONLY**

**SAG Vendor Space Assignment: \_\_\_\_\_ ( Member / NonMember )**

Application Taken by: \_\_\_\_\_

Vending Space Fees Paid: (Y / N )

Vendor Set Up Date: \_\_\_\_\_ Vendor Breakdown Date: \_\_\_\_\_