

Stanly Arts Guild
2026 Spring Garden Craft Show
Vendor Agreement & Application

Event Dates: April 28st thru June 6th, 2026

About this show: This show is open to all vendors/crafters that make & sell items for use in inside & outside garden areas, porches, decks, etc., for decoration and/or functional use. All items must be handcrafted or handmade. No kit or resale items will be allowed.

Location and Hours: The show will be staged in the sales area of the Stanly Arts Guild store, located at 152 W. Main, Street, Albemarle, NC. Current normal store hours apply: Tuesday 12pm-4pm, Wednesday, 12pm-4pm, Thursday 112pm-4pm, Friday 12pm-4pm, & Saturday 10am-4pm, with the exception of holiday hours.

The show/sale will be in place for the dates listed above.. The volunteers of the Stanly Arts Guild that work in the store each day will handle sales for all vendors during the show. The Stanly Arts Guild will also collect & remit state & county taxes for all sales.

Booth Sizes & Fees: Booth sizes will be 4'x2'. Vendors may request multiple booths and must designate if they need them together or prefer for them to be separate. Booth fees are listed below:

- Booth Space Rental Fee
 - Stanly Arts Guild Members = \$40 for a 4'x2' booth
 - Non-members = \$60 for a 4'x2' booth NOTE: You can become a Guild Member for \$20 for the rest of our 2025-2026 fiscal year (ending June 30th) & only pay the \$40 booth rental = \$60 Total, with a decreased commission rate, as listed below.
- Commissions on all sales, which includes handling of state and county taxes on items sold.
 - 15% for Stanly Arts Guild Members
 - 30% for non-members

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. If lighting is desired or required vendors will need to contact the store director, Tiffany Harwood, to discuss. 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 as soon as possible to arrange lighting. (Store Director - Tiffany Harwood, stanlyartsguild19@gmail.com, 704-983-4278)

Artist's payment: The Guild will remit payment of all sales to the artist, less 15% commission for SAG Guild members or 30% commission for non-members, by June 15th 2026, for April/May sales, and by July 15th, 2026, for June/July sales.

Inventory: The Guild will provide each vendor with inventory sheets and a vendor number, (unless the vendor already has an artist number). All items must be listed on inventory sheet(s) with the vendor number, the item number and price must be on all items in order to be placed into the SAG inventory for item barcodes. The Guild will provide price stickers with barcodes for Vendor Inventory Items. The size of the price stickers is: 1in x 2-5/8in (address label size). An Inventory List may be brought to the Guild Store ahead of the Set Up Dates to expedite this process. The Guild Store volunteers will handle all sales with barcoded items. The Guild Store will not be responsible to items listed for sale without SAG Barcodes. Guild members will be at the Guild store on set up days to assist each vendor 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 bring at least 2-3 pictures of the items you will be selling, to be approved or send them via email to stanlyartsguild19@gmail.com. If you plan to sell multiple types of items, (for

example birdhouses, bird baths, butterfly houses, etc.), be sure to provide examples 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 dates/times must be scheduled with the Store Director, Tiffany Harwood, prior to the day of setup. Vendors may contact Tiffany via email (stanlyartsguild19@gmail.com) or call the Stanly Arts Guild Store at 704-983-4278. Set up will be on the following dates/times:

- Saturday, April 25th, 10am-3:30pm
- Monday, April 27th, 1pm - 6pm
- **All booths must be set up by 12pm on Tuesday, April 28th unless other arrangements have been made.**

Break Down and Removal: Breakdown will be on Saturday, June 6th, from 2pm-4pm, Monday, June 8th from 4-7pm, or Tuesday, June 9th, from 12-4pm.

Break down dates/times must be scheduled with the Store Director, Tiffany Harwood. Vendors may contact Tiffany via email (stanlyartsguild19@gmail.com) or call the Stanly Arts Guild Store at 704-983-4278.

Any items remaining in the Guild store after 4pm on Tuesday, June 9th, 2026, 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, including ads on Facebook, the Guild website & printed materials. 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 4 pm, Thursday, April 18th, 2026.
- 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 be set up by 12pm on Tuesday, April 28th, unless other arrangements have been made.
- Vendors need to make sure all items for sale have barcoded 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 so that their inventories may be placed into the Stanly Arts Guild inventory system.
- 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.

Vendor Signature of Agreement as stated above:

_____ Date _____

Stanly Arts Guild: (704) 983-4278 to leave a voice message concerning the Spring Garden Craft Show

email: stanlyartsguild19@gmail.com

Store Director: Tiffany Harwood

(SAG USE ONLY) Checklist for Completed Setup:

___ QuickBooks: ___ Item List ___ Vendor Ctr. ___ Cust Ctr.

___ Square Vendor Number Set Up ___ Initial Inventory Entered ___ Initial Barcodes Printed