

From Our Hands...

Holiday Craft Show & Sale

Vendor Agreement

Event Dates: November 10th, 2026 thru December 30th, 2026

Location and Hours: The show will be staged in the sales area of the Stanly Arts Guild store, located at 152 West Main Street, Albemarle, NC. Current normal store hours that begin in November apply: Tuesday, Wednesday, Thursday & Friday 12-4, & Saturday 10-4. The store will alter opening and closing hours the following holidays during the show:

- Thanksgiving: Thursday, November 26th & Friday, November 27th, the store is closed.
- The Guild Store will increase hours on Small Business Saturday, Nov 28th (10AM-6PM)
- Christmas: the store will have extended hours on (Tues) Dec 22nd & (Wed) Dec 23rd (12-6PM).
- Christmas: the store will be closed on Dec 24th (Thurs), Dec 25th (Fri), & Dec 26th (Sat).
- New Year's: the store will be closed (Thurs) Dec 31st, (Fri) Jan 1st, & (Sat) Jan 2nd.
- These hours will be posted on Facebook, our Website and in the Store.

The show/sale will be in place for a total of 8 weeks. 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.

Vending Space Sizes & Fees:

Vending Space 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:

- Stanly Arts Guild members = \$40 for a 4'x2' booth (\$5 per week)
- Non-members = \$60 for a 4'x2' booth (\$7.50 per week)
- A vendor may become a Guild member for \$40 for 1 year & only pay \$40 booth rental = \$80
- Commissions on all sales will be 15% for members and 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 vending area 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 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: Michelle Efird.

Vendor's payment:

The Guild will remit payment of all sales to the vendor, less 15% commission for Guild members or 30% commission for non-members, by December 15th, 2025, for November sales, by January 15th, 2026, for December sales, and by February 15th, 2026, for January sales.

Inventory:

The Guild will provide each vendor with barcodes and a vendor number, (unless the vendor is an artist in the store and already has an artist number). The vendor is responsible for legibly writing in each item's price on its barcode and attaching to the item. If barcodes cannot be attached to an item, we have hanging tags available. The Guild store volunteers will handle all sales. Guild members will be at the Guild store on set up days to assist each vendor with this process. Email the Guild (stanlyartsguild19@gmail.com) if you would like to receive barcodes the week prior to set up days and attach them ahead of time. Since we are on the new barcode system, there will be no inventory sheets to fill out as in past years.

Items and Jury Instructions:

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

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. You may also email your pictures to stanlyartsguild19@gmail.com. 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.

Vending Space Set up will be on the following dates/times:

- Friday, November 6th 12:30-3:00
- Saturday, November 7th 10:30-3:00
- Tuesday, November 10th 12:30-3:00

All vending spaces must be set up by 12pm on Wednesday, November 11th, unless other arrangements have been made.

Break Down and Removal of vendor areas will be on:

- Tuesday, January 5th 12:30 - 4:00
- Wednesday, January 6th 12:30-4:00

Any items remaining in the Guild store after 4pm on Wednesday, Jan 6th, 2026, will be considered property of the Stanly Arts Guild, unless other arrangements have been made with the Stanly Arts Guild Store Director, Michelle Efird.

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 our website, ads on Facebook, emails to all 600+ email subscribers & printed materials. The Guild will provide printed marketing materials to participating artists upon request.
- The Guild will process all sales.
- 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 and vending space rental fee no later than **4 pm, Wed, Nov 4, 2026**
- Vendors must supply gift boxes and/or bags for jewelry items at their display area.
- Vendors must provide their own tables and/or vending space furniture. Table and/or furniture sizes need to conform to the specified booth size – 4'x2'.
- **Vendors must have their vending space set up by 12pm, Wednesday, November 11th, 2026, unless other arrangements have been made.**
- Vendors need to make sure all items for sale have barcodes which clearly denote their artist name, number and price. Barcodes will be provided by the Guild.
- Vendors are responsible for keeping their vending space 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.

For Questions regarding the Holiday Craft Show & Sale:

Email: stanlyartsguild19@gmail.com

Store Director: Michelle Efird

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From Our Hands...Holiday Craft Show & Sale

Vendor Application Form

November 10, 2026 - December 30, 2026

152 West Main St • Albemarle, NC 28001 704-983-4278

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

Date: _____

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

4'x2' \$40 _____ (SAG 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 & sales 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.

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 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.

Artist Name: _____

Business Name: (if applicable) _____

Mailing Address _____

Phone: Mobile _____ Home _____

Email Address: _____

Website: (if applicable) _____

Application Continued on Back

Brief description of items being proposed for sale:

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

SAG USE ONLY

SAG Vendor Number Assignment: _____ (Member / NonMember)

Application Taken by: _____ Booth Fees Paid: (Y / N)

Vendor Info entered in Square _____ Barcodes Printed _____

Vending Space Set Up Date: _____ Vending Space Breakdown Date: _____