

SALEM ARTS ASSOCIATION

AT SALEM OLD TOWN HALL
12 DERBY SQ, SALEM, MA

APPLICATION DEADLINE
SUN, SEP 30

YOU ARE INVITED TO JOIN US AS A VENDOR FOR THE FOLLOWING DATES:

THANKSGIVING WEEKEND
NOV 31 & DEC 1
10 AM - 5 PM

HOLIDAY ARTISTS' MARKET

Holiday Artists' Market at Old Town Hall in Salem MA
Application Deadline is Monday, September 30, 2019

Event is Saturday November 30 and Sunday December 1, 2019

We are pleased to invite you to join us as a vendor at the Artists' Holiday Market at the Old Town Hall in downtown Salem, MA.

- **Saturday November 30, 10 AM to 5 PM**
- **Sunday December 1, 10 AM to 5 PM**

Here you will find an application for participation along with the market guidelines. As indicated in the guidelines, we are requesting all vendors to bring their own tables and display props to define their selling space and to add to the visual ambiance of this seasonal market. Once we have received and reviewed your application and payment, you will receive an acceptance email within 10-days of the application deadline and your space assignment prior to the event.

We're planning a festive market with live music and a seasonal theme. We look forward to offering all kinds of opportunities for our customers to browse and shop for handmade treasures for self, friends and family.

We urge you to check out our website and Facebook pages for updates. Please share us on Facebook and include the marketing promotional materials that you send out or post. The more we cross promote, the more successful the market we'll be! We will provide a link to marketing materials.

Vendor Guidelines for Artists' Holiday Market

The Salem Arts Association in partnership with the City of Salem Public Art Commission, Salem Main Streets, and Creative Collective invites artists and artisans (aka vendors) to showcase and sell their work at the Artists' Holiday Market in historic downtown Salem at the Old Town Hall at Derby Square (entrance off of Essex Street).

The Artists' Holiday Market will feature a quality selection of vendors of artwork and handmade artisan products including photography, jewelry, clothing, paintings, handbags, etc.

All artists regardless of race, gender, belief, national origin, sexual orientation, or physical disabilities are eligible to apply.

Applications will be juried by our event committee.

PROGRAM CRITERIA

- Date and Time:
 - Saturday November 30, 10 AM to 5 PM
 - Sunday December 1, 10 AM to 5 PM
- Vendor Fee Per Event:
 - \$85 for Salem Arts members
 - \$85 Creative Collective Members
 - \$175 for potential future members
 - Fee includes a non-refundable application fee of \$15.00. Should any proposal be rejected a refund, minus the application fee, will be issued.
- Vendor space is approximately 8 x 6 with vendors providing their own tables, chair, lighting, displays, props, etc. Vendors may rent more than one space to create a larger selling area (i.e. 16 x 6) by registering a second time. Limit of two spaces.
- Vendors may share space at the market, however all parties must be included in the application details and be approved. Vendors are not allowed to bring in outside vendors who have not been approved by the Salem Arts Association.
- Vendors are required to submit 3 photos of your products and a photo of your display.
- Notification of acceptance will be email within 7 days of application.
- Payment is required to complete acceptance of registration.
- Spaces are limited and are awarded on a first come first served basis.

VENDOR SET-UP

Vendors must provide their own tables, lighting, and display surfaces. (access to power is VERY limited so plan to use battery powered accent lights)

- **Vendors MUST agree to be present for both days of the event.**
- **Vendors may not break down their selling space in advance of the closing time.**
- **The hall is secure, and vendors may leave their set up overnight on Saturday.**
- **Salem Arts or our partners are not responsible for any loss or damage.**

(Vehicles must be moved before 10am. Parking is available in nearby lots and parking garage.)

PROGRAM OVERVIEW

Cancellation Policy: No refunds will be granted after the application is submitted. A non-refundable application fee of \$15.00 is excluded from the refund if your application is not approved and accepted.

Publicity: All paid vendors will be listed on the Salem Arts Association Website and Facebook page as well as local calendar pages. We encourage all vendors to list the Artists' Holiday Market date on their own website/Facebook page to increase publicity of the event.

Liability: The Collaborators for this event, **Salem Arts Association, Salem Main Street, Creative Collective,** and the **City of Salem Public Arts Commission,** are not responsible for any damage, loss, or theft of personal belongings or merchandise, or loss of any product. Please be careful and responsible for your selling area and we recommend that vendors carry their own insurance. Any accidents caused by a vendor's set-up of or goods will be the responsibility of that vendor. Artists' Holiday Market is not responsible for any personal injury during the market events.

Sales Tax/Permits: All vendors are responsible for abiding by all tax laws, including sales tax collection, licenses, permits or insurance as required by law to conduct your business. Artists' Holiday Market is not responsible for collecting sales tax for vendors from customers.

Media Release/Consent: All Vendors agree to allow Artists' Holiday Market permission to display all business information and photos on its Facebook page and website. Further, all Vendors grant permission for Artists' Holiday Market to publish any photos or video taken during the Market for the purpose of promoting all future Salem Arts Association events. All photographs, negatives and videotapes will be the sole property of the Salem Arts Association and its collaborators.

APPLICATION, PAYMENT, & NOTIFICATION:

- To apply, please read our guidelines thoroughly and complete the application form. Please provide the following in your application:
 - Details about your products, display, and participants.
 - Links to your online information and examples should include at least three – five photos for review.
 - Payment submitted (PayPal Preferred).

We will take into careful consideration product variety, originality and quality of goods to provide a variety of high quality vendors for each market.

Once we have received and reviewed your application and accepted payment, you will receive an acceptance email (usually within 7-days following the application deadline). Space assignments will be communicated closer to the event dates.

If your application is not accepted you will receive a refund of your application fee, less a \$15 application fee.

We will make every effort to include all qualified applications.

Applicants accepted to sell at the Artists' Holiday Market will be notified by email as soon as possible. Application and payment must be made by the date specified, **September 30, 2019**.

Visit <https://salemarts.org/Holiday-Artists-Market> to apply online.

Online registration is strongly preferred. To register offline complete the form below and mail with payment to Salem Arts Association, Attn Holiday Artists' Market, P.O. Box 226, Salem MA 01970

Questions? Email info@salemarts.org

Salem Arts Holiday Artists' Market Application Form:

This completed form must be received before Saturday November 3, 2018.

Please attach 3-5 images depicting the items you will have for sale for each participant included in your application.

Mail to: Salem Arts Association, Attn: Holiday Artists' Market, PO Box 226
Salem MA 01970

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Category: (choose one or more)

___ Two-Dimensional Art (Paintings, drawings, illustrations, etc.)

___ Photography

___ Sculpture

___ Jewelry

___ Clothing

___ Textiles

___ Ceramics or Glass

___ Other (describe below)

Describe your work to be sold:

Describe your display:

Shared Participants (needed of more than one artist is sharing the space)

Links below should include 3-5 examples of your work and display.

Website:

Facebook:

Other URL:

Signature:

By signing you affirm you have read and agree to the guidelines.