

SALEM ARTS ASSOCIATION

We bring art in all its forms to the community and bring the community in all of its diversity to the arts in Salem
SalemArts.org

Holiday Artists' Market at Salem Old Town Hall

**Application and payment must be received
by October 15, 2017.**

Event is on November 26 from 10:00 am until 5:00 PM

We are pleased to invite you to join us as a vendor at the Artists' Holiday Market happening on November 26, 10am-5pm, at the Old Town Hall in downtown Salem, MA.

Below 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 and your space assignment (around November 10th).

We are planning a festive market with live music and a seasonal theme. We are looking forward to seeing a lively market with all kinds of opportunities for our customers to browse and shop for 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!

Here is a useful blog that we came across:

[Shades of Blue Interiors - How to Sell Out: My Tips for Running a Booth](#)

Vendor Guidelines for Artists' Holiday Market

The Salem Arts Association in partnership with Salem Main Streets and the City of Salem Public Art Commission invites artists and artisans (aka vendors) to showcase and sell their work at the Artists' Holiday Market, 10-5pm, on Sunday, November 26, 2017, 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.

PROGRAM CRITERIA

- Date and Time: November 26, Sunday, 10am-5pm (indoors only)
- Vendor Fee Per Event: \$60 for Salem Arts members and Creative Salem Members, or \$120 for non-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, temporary shelving, 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.

VENDOR SET-UP

Vendors must provide their own tables, lighting, and display surfaces. (Access to power is limited so consider using battery powered accent lights)

Vendors will be notified of the set up time on the day of the market after acceptance. Vendors may not break down their selling space in advance of the closing time of 5 pm.

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

PROGRAM OVERVIEW

Cancellation Policy: No refunds will be granted after the application deadline of October 15, 2017. A non-refundable application fee of \$15.00 is excluded from the refund.

Publicity: All paid vendors will be listed on the Salem Arts Association Website and Facebook page. 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** and the **City of Salem Public Arts Commission**, are not responsible for any damage 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 vendors 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.

We encourage you to register and provide payment online at our website by visiting the following URL.

<https://salemarts.org/event-2617172>

To register offline mail this registration form with payment to Salem Arts Association, Attn: Holiday Artists' Market, P.O. Box 226, Salem MA 01970

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 payment, you will receive an acceptance email and your space assignment (around October 23).

If your application is not accepted you will receive a refund of your application fee, minus a \$15.00 application fee.

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, **October 15, 2017**.

Sponsors and Partners:



Salem Arts Holiday Artists' Market Application Form:

This completed form must be received before Saturday October 15, 2017.

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 if more than one artist is sharing the space)

Website: _____

Facebook: _____

Other URL: _____

Signature: _____

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