



& Friends

2023 Holiday Gift Market

Non Member Contract & Registration

Special note* From past experience, we have found that wall art is not a big seller during the holidays. A variety of small gifts seem to be sought after.

Timeline and Deadlines

Application to Display Deadline: Application, payment and images must be received by *June 1*

Artists Notified of acceptance into show: Via email *June 15*

Inventory List Due: *November 1*

Display Set Up: *Friday: November 17* 12:00-5:00 (earlier if all artist booth setups are complete)

Show Hours: *Saturday November 18* 10:00 - 5:00

Sunday November 19 11:00 - 4:00

Display Break Down: *November 19* 4:00 (or after last shopper has checked out) - 7:00

Acceptance into the Show

Gift items must be based on the artist's original work.

Registration contract, fees, and images must be received by *June 1*.

Three images of artists' work and/or display are required for purposes of jurying.

Jurying is based on gift design, workmanship, salability and balance (to avoid over booking any one category, as space is limited.)

Artists who have been accepted into the show will be notified by email by *June 15th*.

Once accepted into the show, the registration fee is non-refundable.

Artists may be placed on a waiting list if their category is full.

Fees & Obligations

A \$60 sales space fee and \$30 cleaning deposit are due with registration.

The cleaning deposit will be refunded and included with the artists' check for their sales, upon verification that the artist has removed all belongings and any debris from their display space at the conclusion of the show.

The registration fee and cleaning deposit will be refunded if an artist is not accepted into the show.

**Since Artists Connect is sponsoring the show, all Artists Connect show participants need to help set up the venue, help at the check-out desk during the show, inspect artist spaces for cleanliness at the end of the show, and help clean Artworks after the show.*

Display

Each artist will have an 8'X4' display space. An artist's display may not infringe on another artist's 4'X8' display space nor extend into the aisle.

Additional inventory may be stored out of sight under the artist's display table.

Artists will provide all their own displays, tables and racks. A floor-length solid-colored table covering is required. A chair will be provided upon prior request. Chairs may be used within the 4'X8" space only and may not extend into the aisle or into another artist's display space.

The display must be professional looking with a high degree of eye-appeal. Multi-level risers are encouraged.

Artist conversations with patrons should be conducted within that artist's display area if at all possible.
**Do not block access to another artist's display.*

Sales

Edmonds Arts Festival Foundation (EAFF) receives 25% of all sales commissions. All sales will be processed at a centralized register. Settlement checks will be mailed to artists.

Inventory Spreadsheets

The artists name and address must appear at the top of each spreadsheet page, for check mailing purposes.

Each artist needs a personal identification code. This code can be the artist's name, initials, business name, a number, a symbol, or other unique identifier that is different from that of other show artists. This code will be entered into the *Square* point of sales program and used at checkout to keep track of each artist's sales.

The artist's code and price need to be clearly visible on each item for sale so that artist's sales can be credited to them.

Each inventory line contains the artist's identification code, item price and description of all items for sale at that price.

Sample Inventory Spreadsheet

Artists Connect and Friends Holiday Gift Market 2023		
Jane Sue Doe 4396 4th Street, Edmonds, WA		
Artist ID	Item Description	Price
JSD	Jelly Bellies (3 for \$10), Small print, Small Wall Decoration	\$1
JSD	Small Brown Clutch, Medium Soap, Small Toy Boat	\$1
JSD	Tie Dye Kit, Booties, Knit Scarf, Small Broach, Santa Box	\$25

Dismantling

Displays may not be dismantled until 4:00 pm Sunday, or until the last customer has been checked out. An announcement will be made to alert artists when it is permissible to dismantle displays.

****Artists are required to clean their space at the conclusion of the show prior to departing the venue. A designated show official will verify that the vendor has cleaned their space. The official's signature on the checkout sheet verifies that the artist is due a refund of their cleaning deposit. The cleaning deposit refund will be mailed to the artist along with their sales settlement.***

Every artist participates at his or her own risk. Art Works, Artists Connect, and EAFF are not responsible for loss due to breakage or theft.

Detach this page and mail it in time to be received by June 1

I accept and agree to abide by all aforementioned event conditions.

Artist Signature	Printed Name	Date
Artist Name: _____		
Phone Number: _____		Email Address: _____
Website Address: _____		
Mailing Address: _____		
Gif Items for Sale: _____		
Information we can use to promote your gift items: _____		

To be considered for acceptance into the show, application must include:

- Artist's signature indicating acceptance of contract terms,
- Completed application form,
- Check in the amount of registration fee and cleaning deposit, and
- JPGE images of gift items proposed for sale emailed and received.

Image Submission

- * Submit three jpeg images of work you will have for sale via email, by June 1 to:
jahill@aol.com
- Images should be high quality jpegs, 300 dpi, and be three inches on the longest side.
- Title images in this manner: *Artist Last Name_Artist First Name_Name of Gift Item.jpg*

Registration Fee

Registration fee and cleaning deposit will be refunded if not accepted into the show or if the show is cancelled.

Display Space:	\$60.00
Refundable Cleaning Deposit:	\$30.00
Total Amount Due:	\$90.00

Make check payable to EAF

Detach this page and mail it, with entry fee and cleaning deposit, in time to be received by *June 1*

to: Cyndy Hill, 12916 49th Ave W, Mukilteo, WA 98275-5816