



# Artisan Marketplace

## 2021 Rules & Regulations

The Chaffee Art Center invites you to apply to our NEW Artisan Marketplace! 10x10 Booths featuring all forms of the arts, variety of crafts, specialty foods and more will be at the Chaffee Art Center on the front lawn, side yard and on our grounds near the Carriage House. Location: 16 South Main Street, Rutland, VT.

**PROMOTION:** We will be cross promoting with the Farmer's Market in Depot Park to ensure that people know about these 2 fabulous Markets for original, handmade, and locally produced items with signage at the events. Extensive social media will be used to include Facebook, Instagram, Email and Newsletter, and Chaffee website [www.chaffeeartcenter.org](http://www.chaffeeartcenter.org). We will also reach out to newspapers and radio to spread the word, along with area Chambers and other organizations. Plus, promote within the Chaffee and with outdoor signage. Please share with your customers, family, and friends! Link our website with yours!

**DATES:** May 8 to October 23, 2021 [*\*NOTE: Excluding Art in the Park, August 14 and October 9]*

**HOURS:** Saturdays from 10am to 2pm.

**NUMBER OF BOOTHS AVAILABLE:** Being the first year, and with consideration of social distancing, we anticipate at least 15 booth spaces with more added as needed around the parking area. There will be 3-4 booths on the front lawn by Route 7, 4-5 booths on the side lawn, and the remainder on the grounds behind the mansion.

**APPLICATION FORMS:** Download at [www.chaffeeartcenter.org/artisan-marketplace](http://www.chaffeeartcenter.org/artisan-marketplace).

### Artisan Marketplace Booth Rates:

#### 23 weeks/seasonal

Member: @\$20 = \$460

Nonmember: @\$25 = \$575

*Includes booth location request if total fee is paid by 5/8/21. Front lawn and under Chaffee tent is additional fee but at a 50% lower rate than listed below.*

#### 11 weeks (pre-picked)

Member: @\$25 = \$275

Nonmember: @\$35 = \$385

*Booth location request, front lawn & under Chaffee tent is additional fee but at a 25% lower rate than listed below if fee paid by 5/8/21.*

#### Per week

Member: \$35

Nonmember: \$45

#### ***Option for savings:***

*Become a Chaffee member for a special reduced fee of \$50 (normally \$90 per artist membership annually) ...and you pay the member discounted booth fees.*

### Special offerings:

#### Front Lawn Booth Placement

3-4 Spaces available on front lawn by Route 7

Member: Add \$25 per week

Nonmember: Add \$35 per week

#### Tent space provided

2 Booth Spaces available under 10x20 tent on side lawn

Member: Add \$40 per week

Nonmember: Add \$50 per week

**Other booth requests for corner or specific location add:** \$15 Member/\$25 Nonmember

**SPACES:** Front lawn and under Chaffee tent spaces can be selected and reserved as part of the fee listed. Otherwise, if you decide you want to select and reserve a specific booth space or corner space, the fee is an additional \$15 members/\$25 nonmembers. All others booth locations will be assigned as applications are received.

Please bring protective covering for your booth as the Marketplace is held rain or shine (or October snow).

## Food trucks/Tents:

### Member:

23 weeks @25 = \$575  
11 weeks @30 = \$330 (pre-picked)  
Per week \$40

### Nonmember:

23 weeks @30 = \$690  
11 weeks @40 = \$440 (pre-picked)  
Per week \$50

### Option to have food truck / tent in Chaffee Parking Lot monthly

Including Saturdays during the Artisan Marketplace.

There will be outdoor seating at the Chaffee, On the porch and on grounds.

Member: \$200 per month

Nonmember: \$250 per month

**PAYMENT:** Fees are due before May 8, 2021. Checks or money orders are preferred. Credit cards may be used, but there is a 3% surcharge added. For special circumstances, payment plans may be set up. If sign up after the 2021 Artisan Marketplace season has started, some rates may be pro-rated. Daily exhibitors must pay before setting up.

### **ELIGIBILITY GUIDELINES:**

1. All potential new exhibitors will be juried. We are looking for fine art of any media and handcrafted items of good taste and quality. No kits, commercial molds, imports, manufactured or mass-produced items, or buy/sell items allowed - original designs only. Failure to adhere by this rule will be grounds for expulsion and elimination from future events. One exhibitor per booth.
2. New vendor applicants need to email three professional quality digital images of their work, plus one digital image of their booth. Images need only be submitted once per year. Work shown in digital images must be representational of the work being exhibited and must be made by the applicant/exhibitor. Sale and/or display of work in a category other than the one in which the artist/creative was accepted for is prohibited.
3. Eligible categories to include but not limited to: Fine Art, Pottery, Fiber, Floral, Glass, Jewelry, Metal, Musical Recordings, Photography, Wood, Mixed Media, Specialty Foods.
4. **Vendors giving out Food or Beverage samples must provide a rider on their insurance naming the RAAA/Chaffee Art Center as additional insured during participation. It is due before the event(s).**

### **SET UP/TEAR DOWN:**

- Exhibitors must be set-up and ready for the public a half hour before open hours and remain until closing.
- No-shows and those who dismantle their booth set-up early for any reason including weather will jeopardize their acceptance to future events. If there is an emergency or if extenuating circumstances arise prior to the close of the event; please notify Chaffee BEFORE disassembling your booth.
- 20 lb. tent weights per leg are suggested. No stakes.
- Please clean up trash, food, etc. from your area before leaving. Small amounts of non-food trash can be put in our dumpster. If we find that too much is being discarded in our receptacle, we will have to discontinue.
- Any booths offering food or samples must provide a trash container for customers, as well as yourself. Trash must be taken with you at end of day.
- Customer seating is not encouraged. Please see Sherri if you have questions.
- Raffles or ticket sales must be discussed with Chaffee/Sherri.
- Please move your/staff/family vehicles to designated parking area.
- Hand sanitizer at your booth is suggested.
- We will be following VT ACCD guidelines. At this time, Masks are required by Exhibitors, volunteers and attendees.

**REFUNDS/WITHDRAWALS:** Your check will be deposited when received. **Booth fees are non-refundable.** Booth Fees will only be refunded if you are not accepted.

**CANCELLATIONS:** You must call Sherri/Chaffee at least 3 days prior to the event date you will be absent. This allows the space to be filled from the waiting list. If you do not, seasonal and other exhibitors will be responsible for paying that daily fee before vending again.

**SALES TAX:** You are responsible for collecting and paying Vermont State Sales Tax. Vermont tax representatives randomly check events. For a Vermont Sales Tax Number, call/write Vermont Dept. of Taxes, Business Tax Division, 109 State Street, Montpelier, VT 05609-1401. (802) 828-2551.

**INSURANCE:** The Chaffee Art Center/Rutland Area Art Assoc. does not have insurance to cover exhibitors. The liability is the responsibility of those vending. You must be in compliance with all state and local health regulations, and have all proper licenses, certificates and insurance that should be visible in your booth. Those who sell food items, body care products, or others that require product liability insurance, must be in compliance.

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**Please note that we will be adhering to the ACCD guidelines for a safe event. Due to the uncertain times, below is the criteria for your knowledge in the event that we will need to follow these procedures.**

- **There will be one entrance and one exit.**
- **Booths will be distanced apart.**
- **Arrows will direct visitors on one-way flow.**
- **Masks are required to be worn by everyone attending the Festival including but not limited to exhibitors, volunteers, staff and the public.**
- **No kids activities or public restrooms. Restrooms in the Chaffee Art Center available for exhibitors.**
- **Dogs must be on leashes and practice social distancing.**
- **We encourage each exhibitor booth to have hand sanitizer for attendees to use.**
- **Offering curbside pick-up is an option that is encouraged for your customers that may not be comfortable attending in person.**

CONTACT INFORMATION:

**Sherri Birkheimer Rooker**  
**Cell 802-353-6605**

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