



Artisan Marketplace

2022 Rules & Regulations

The Chaffee Art Center invites you to apply to our 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 other non-profits. Extensive social media will be used to include Facebook, Instagram, Email and Newsletter, and Chaffee website www.chaffeeartcenter.org. We will also reach out to newspapers, TV, 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 7 to October 1, 2022 [**NOTE: Not during Art in the Park on August 13*]

HOURS: Saturdays from 10am to 2pm.

SPACES AVAILABLE: There will be 2-3 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: Application form may also be downloaded at www.chaffeeartcenter.org.

Booth Rates:

21 weeks/seasonal

Member: @\$20 = \$420

Nonmember: @\$25 = \$525

Includes booth location request if total fee is paid by 5/8/22.

11 weeks (pre-picked)

Member: @\$25 = \$275

Nonmember: @\$35 = \$385

Per week

Member: \$30

Nonmember: \$40

Special offerings:

Tent Rentals 10x10 (Limited available. Person renting is responsible for putting up and taking down)

Member: Add \$40 per week

Nonmember: Add \$50 per week

Booth requests a specific location add: \$10 Member/\$15 Nonmember

SPACES: All booth locations are first come, first served, unless specific location fee is paid. Please bring protective covering for your booth as the Marketplace is held rain or shine (or October snow).

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.

PAYMENT: Discounted fees due before May 8, 2022. 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 2022 Artisan Marketplace season has started, some rates may be pro-rated. Daily exhibitors must pay before setting up.

Food trucks/Tents:

Member:

21 weeks @20 = \$420

11 weeks @25 = \$275 (pre-picked)

Per week \$30

Nonmember:

21 weeks @25 = \$525

11 weeks @35 = \$385 (pre-picked)

Per week \$40

Option to have food truck / tent in Chaffee Parking Lot monthly [Mon thru Sun]

Fee includes Saturdays during Marketplace. There will be outdoor seating at the Chaffee, on the porch and on grounds.

Member: \$200 per month; Nonmember: \$250 per month

ELIGIBILITY GUIDELINES:

1. All potential new exhibitors will be juried/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. Failure to adhere by this rule will be grounds for expulsion and elimination from future events. One exhibitor per booth.
2. New vendor applicants: email three professional quality digital images of their work, plus one of their booth. Work shown in digital images must represent 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 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.
- Raffles or ticket sales must be discussed with Chaffee/Sherri.
- Please move your/staff/family vehicles to designated parking area.

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.

CONTACT INFORMATION: Sherri Birkheimer Rooker; Cell 802-353-6605

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