

# Holiday Artisan Gift Show

## 2022 Rules & Regulations

The Chaffee Art Center invites you to apply to our *Holiday Artisan Gift Show!*

Available are 8'x4' booths with or without tables throughout both floors of the mansion located at 16 South Main Street, Rutland, VT. Also, booths available on the porch and outside on the lawn.

**DATES:** Friday, November 4 and Saturday, November 5

**HOURS:** Friday 4-7pm and Saturday 10am-4pm

**APPLICATION FORMS:** Application form may also be downloaded at [www.chaffeeartcenter.org](http://www.chaffeeartcenter.org).

### **Booth Rates:**

**1<sup>st</sup> Floor 8'x4'** - \$30 Members; \$40 Non-Members

**2<sup>nd</sup> Floor 8'x4'** - \$20 Members; \$30 Non-Members

**Outside Booth 10'x10'** - \$40 Members; \$50 Non-Members

**Porch 8'x4'** - \$30; \$40 Non-Members

### **Add-Ons**

Request specific location/corner: \$15

Undraped 8' Table: \$10 (feel free to bring your own, Chaffee has limited supply)

Chair: \$5 (feel free to bring your own)

Electricity: \$10



### **Food trucks/Tents:**

\$50 or 10% of sales

*NOTE: Option to have food truck / tent in Chaffee Parking Lot monthly \$200 per month*

**PAYMENT:** Fees due before November 2, 2022. Checks or money orders are preferred. Credit cards may be used, but there is a 3% surcharge added.

### **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. 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.**

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

- Set Up Friday 10am-3:30pm; Tear Down Saturday 4-5:30pm
- 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.
- Please clean up trash, food, etc. from your area before leaving. Small amounts of non-food trash can be put in our dumpster.
- 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.

**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.

**PROMOTION:** 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 use posters, and 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!

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**Please note that** spaces are on a first come basis, after requests received via application. Application requests will be based on when submitted and paid. A second choice is recommended if requesting placement.

**Sherri Birkheimer Rooker, Chaffee Art Center**

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