



Holiday Tables Art Boutique Call for Vendors November 9-12, 2023

Event Summary

The Holiday Tables Art Boutique is featured throughout the annual Holiday Tables celebration from Thursday, Nov. 9 – Sunday, Nov. 12. It provides an opportunity to promote local artisans and vendors in our community and encourage visitors to purchase unique artisan items. We invite any vendors to participate, whether they are community creators or Mark Arts students or instructors.

Event Contact

Database and Development Associate: Nellie Elliott, nellie@markartsks.com

Event Dates

- Friday, August 11 at 5:00 pm: Application Due
- Friday, August 18: Vendors notified of acceptance
- Thursday, October 19, 4 p.m.: Required Vendors Meeting on Zoom
- Wednesday, November 8: Booth Install in School of Creativity Gallery
- Art Boutique
 - Thursday, November 9, 10 am – 4 pm
 - Thursday, November 9, 6 – 10 pm
 - Friday, November 10, 10 am – 4 pm
 - Saturday, November 11, 10 am – 4 pm and 6 pm – 10 pm
 - Sunday, November 12, 10 am – 4 pm
- Sunday, November 12, 4 pm – 6 pm: Booth Deinstall

Commission Fee

Mark Arts will receive a 30% commission on all vendor sales. There is no application fee or booth fee.

Silent Auction Donation

All vendors are required to provide at least one (1) item to be included in the Holiday Tables Silent Auction. This item must be delivered to Mark Arts or a Holiday Tables committee member by *Friday, October 13*.

Booth Size and Location

Booths will be located throughout the building as space allows. Vendors will be assigned to booth locations at random. Regardless of booth location, each vendor will have access to one designated 8 ft. x 9 ft. space. All tables, chairs, easels, or other equipment/furniture must be provided by the vendor and contained within the vendor's designated taped off booth space.

Application Process

All vendors must complete and turn in the **Vendor Application and Vendor Pledge form** by **Friday, August 1** to nellie@markarts.com or to the front desk at Mark Arts, 1307 N. Rock Road. Applications will not be accepted after 5 p.m. on Tuesday, August 1. Selected applicants will be notified by Friday, August 11. Collectives or groups should submit one application and note their members. Applications are reviewed by a committee of Designing Women members and Mark Arts staff. **Turning in an application does not guarantee that artists will be selected to participate in the Art Boutique.** Vendors are selected based on a variety of criteria, including variety of works and price points, variety of mediums within the Art Boutique, and past sales performance.

What Qualifies?

All original art in the following mediums is eligible: ceramics, digital art, drawing, fiber, glass, jewelry, metals, mixed media, painting, photography, pottery, printmaking, and wood. Sculptural work from molds that have been created and/or altered by the vendor are eligible. Work must be made primarily by the hands of applying vendor. All articles offered for sale must be handcrafted or upcycled by the vendor and must be of a creative nature. No work made from kits, commercially manufactured or bulk-processed articles are permissible. No forms of mass production are permitted. Reproductions are allowed to the extent that they are clearly marked as such and displayed only in a bin or portfolio, not on display panels. Reproductions should constitute only a minority of the vendor's works available for purchase.

Participating vendors are expected to represent their work personally in their booth while the show is open. Vendors agree that all work displayed must be original and designed, executed and signed by the participating vendor(s). Vendors are encouraged to display work reflecting a range of price points. Whenever two or more vendors collaborate on a single work, the names of all the contributing vendors must appear on that work. Such collaborative pieces will be deemed single entries. All artwork displayed in the booth must be available for sale.

Vendor Marketing

Mark Arts will distribute information through all its mailing and marketing resources. All participating vendors are expected to help promote the event. Marketing materials will be distributed at the required Vendor Meeting.

- Tell friends and family to save the date for Holiday Tables at Mark Arts.
- Send a personal invite to your email contacts and social media followers.
- RSVP to Facebook event and "Share" with your Facebook friends leading up to the event. Add pictures of your art that will be for sale on the Event Page.
- Share images of your current work or works in progress on your website or Facebook page with information about Holiday Tables prior the event.
- Follow @markartsk on Instagram and share Holiday Tables posts to your stories.
- Share the event on Twitter and/or Facebook.
- Distribute digital marketing assets provided by Mark Arts.

Mark Arts will promote the Art Boutique in the following ways:

- Mailed invitation sent to 1,000 households
- Promoted in weekly email newsletter sent to 8,000 people
- On Facebook and Instagram with 19,000 combined followers
- In local media appearances, coordinated by Mark Arts

Vendor Meetings

All vendors or a representative must attend the informational Zoom meeting on Thursday, October 19 at 4:00 pm.

Event Setup

Booth spaces will be randomly assigned and the vendors will be notified of their designated booth prior to the event. Setup will be open Wednesday, November 8 from 1 pm - 4:30 pm. Vendors are asked to sign up for a time slot during these times. All vendors must be set up and ready for customers by 5 pm on Wednesday, November 8. Please note that each booth must have at least one representative present throughout the published hours of the Art Boutique.

Booth Space

Mark Arts has 13 booth spaces available. Vendors are responsible for their own display booth, chairs, easels, and tables. Booths must in no way obstruct or endanger the neighboring booth areas and/or vendors. **No tables, chairs, or easels from the Mark Arts studios can be used.**

Payment

All vendors are responsible for their own sales whether that be cash, check, or a payment processing service. Artists are expected to keep a detailed report of transactions during the event. Mark Arts is not responsible for any theft or mismanagement of payment system. A sales report must be submitted at check-out by the vendor by Sunday, November 12 at 6 pm. At that time, Mark Arts will provide a form to be signed by both parties on the agreed commission amount. Mark Arts will take a 30% commission on all sales. Vendors can expect to receive an invoice from Mark Arts within one week of the event, which is due upon receipt.

Taxes

All vendors will follow all state and national guidelines for tax reporting as it pertains to the vendor as an individual or as a business.

Packaging Sold Artwork

Vendors will be responsible for wrapping, packaging and protection of sold items as they see fit. Vendors are responsible for bringing all wrapping and packaging supplies.

Booth Staffing

Booths must be staffed by at least one participating vendor or representative throughout the Art Boutique hours. Any vendor who leaves before the Art Boutique closes without the express

consent of Mark Arts will not be invited to return the following year. Mark Arts staff and volunteers will be available to fill in for vendors for short bathroom/water breaks.

Participating Vendors Deadlines

The following documents are due by **August 11**:

- Vendor Registration Form (attached)
- Vendor Pledge (attached)
- At least four (4) images of your work

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Vendor Application Form: Due August 11

I am a: Mark Arts student Mark Arts instructor Community vendor

Name _____ Phone Number _____

Email Address _____

Street Address _____

City _____ State _____ Zip Code _____

Description of items for sale _____

DBA (Doing business as) Name _____

Social Media/Website _____

Pricepoints anticipated in booth _____

What Point-of-Sale system do you use? _____

****Please attach at least four (4) images of your work.**

As a vendor at the 2023 Holiday Tables Art Boutique, I assume complete responsibility for personal injury; injury to other vendors and/or guests or other vendors' property; or damage to Mark Arts property that may occur during the event or while on the premises of the event. I hereby agree to release and hold harmless the Mark Arts sponsors, promotors and all other persons associated with the event from any liability for personal injury or property damage. I also grant permission for any and all of the foregoing to use any photographs, videotapes, motion pictures, recordings or any other record of this event for any marketing purposes. All vendors will follow all state and national guidelines for tax reporting as it pertains to the vendor as an individual or as a business.

Your signature indicates that you have read and understand the rules and regulations stated herein. Your signature acknowledges that you agree with these terms and are authorized to sign on behalf of the business you are representing. Your signature acknowledges that you will follow all state and national guidelines for tax reporting as it pertains to you as an individual or as a business.

Vendor Signature _____

Date _____



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Vendor Pledge Form: Due August 11

Please check off as many ways as possible you can assist with getting the word out about the event:

- I will tell friends and family to save the date to shop from local vendors.
- I will send a personal invite to my email contacts and social media followers.
- I will click "Like" or "Join" on our Facebook page and the Holiday Tables event page to "Share" the event with my Facebook friends leading up to the event.
- I will share images of my current work or works in progress on my website or Facebook page with information about Holiday Tables **PRIOR** to the event.
- I will follow @markartsk on Instagram and share Mark Arts Holiday Tables posts to my stories.
- I will tweet or blog about the event.
- I will distribute digital marketing assets provided by Mark Arts.
- I will attend the vendor meeting on zoom, Thursday October 19, 4 pm.

Vendor Signature _____ Date _____