

2019 Vendor Guidelines and Application for Anderson Arts Center's Autumn Artisans Market

Please fill out the Vendor Information at the bottom of page 2 and send to addys@andersonarts.org along with photos of your products and table/booth set-up.

1. Qualifications: Works will be accepted in the major artisan categories: jewelry; photography, fiber arts; leather; soaps/skin care; pottery; glass; clothing and knitted wear; home goods and accessories; wood; paper crafts; metal; florals; and local gourmet food products.
2. Applications: Applications must be received by **Friday, September 27, 2019**. Each application form must be complete and accompanied by three to five digital images (JPEG format) of representative examples of the artisan's work to be shown at the Marketplace. One photo must show the artisan's table set-up. Also, close-up photos of your work are preferred. All photos submitted as part of the application process will become the property of the Anderson Arts Center and may be used for promotion.
3. Jurying: Not all applicants are accepted. All applications will be reviewed by a jury. The jury will determine the number of vendors for each product category. Once a category is full, additional approved applicants in that category will be placed on a waiting list. Applicants will be notified by **Friday, October 4, 2019** as to whether they have been accepted. Those accepted will receive additional information regarding payment of the space fee. Vendors will also receive marketing materials to aid in Marketplace promotion.
4. Payment of table fees/liability waiver: Once accepted, vendors must submit a non-refundable table fee of \$75 by **Monday, October 18, 2019**. No liability waiver will be necessary. Missing the deadline will result in forfeiture of space and replacement by an artisan on the waiting list. Checks should be sent to: Anderson Arts Center, 110 Federal Street, Anderson, SC 29621 All fees are non-refundable.
5. Spaces: Exhibitor spaces are situated in the historic Anderson Arts Center Warehouse. Location of vendors will be determined by Anderson Arts Center employees. Single spaces will accommodate a 6-foot table with room on either side to access the table and standing room behind the table. Vendors must supply their own 6-foot table, chairs and a solid-color floor length cloth material to cover their table on all four sides. Packing materials must be placed under the cloth so that only the table merchandise is visible to the eye. Any shelving used must stay within the confines of the exhibitor space and be in show quality form. Displays must be appealing and professional. All products must be presented in finished format. Exhibitors may request double spaces, but will be charged at twice the table fee (\$150) if granted. We therefore encourage all exhibitors to be creative with their single space, by using vertical display components etc. It is important to keep in mind that double spaces for one vendor reduce the variety and number of exhibitors thereby affecting the shopping experience of customers. If there are questions or concerns regarding displays or space, vendors should check with the Anderson Arts Center representative in advance.
6. Electricity: The building is very well-lit and additional lighting is not necessary. Vendors must indicate on their application form whether electrical power is needed for any other reason, as outlets are limited. We will attempt to satisfy electrical requests, when made in the written application, but are limited by the number of outlets in the building. Upon approval of electrical requests, vendors are responsible for all electrical multi-plugs and cords.
7. Sales/Transactions: Vendors must have their own source of change/ funds and/or ability to make financial transactions.

8. Vendor Unloading, Set-Up and Break-down: Table assignments are made before the show with spaces marked by numbers on the floor in the building. Unloading and set-up begins at 2:00pm Vendors must move their vehicles to identified parking lots after unloading to ensure arriving vendors can unload near the side entrance. Vendors must be ready for business from 4:00 p.m. – 8:00 p.m. on November 8 & 10:00 a.m. – 6 p.m. on November 9. Breakdown and removal of booths, artwork and products must be done at the close of business (6pm) on the 9th.

9. The Anderson Arts Center is not be responsible for any lost, damaged or stolen items.

10. Questions: Questions may be directed to addys@andersonarts.org or tracyw@andersonarts.org to Addy or Tracy at 864-222-2787.

Set-up: Starts at 1 p.m. on November 8

Vendor Information

Business Name:		
Business Contact:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Please give us a brief description of your products:		