

2015 Shepherdstown Community Club - 1st Weekend Handmade Market Seller Agreement

Dates and Times

April 4-5, May 2-3, June 6-7, July 4-5, August 8-9*
September 5-6, October 3-4, November 7-8

*August show will be held the 2nd weekend

Saturday Hours: 10:00 am – 7:00 pm Sunday Hours: 9:00 am – 4:00 pm

Application Information

- 1) You may apply to share a space with another seller and split the cost. If you are applying for a shared space, please apply using one application form, and submit all info and photos for both vendors. You may write on the back of the form if you need more space.
- 2) Spaces are approx. 8 ft. x 6 ft. @ \$90.00/weekend. (Single dates are not available, you must commit to a full weekend). There are 4 center spaces that are wider with more frontage (approx 10'), but are narrower ***front to back***. The center spaces are situated in a square with the center space acting as shared seating space for the sellers. Electricity is available.
- 3) **A deposit of \$90.00 *MUST* accompany application.** Checks should be made payable to: Shepherdstown Community Club. Your deposit will be used for one weekend booth fee. Booth Fees for the April show are due ASAP as April is just around the corner! To secure your space, all other booth fees (May-Nov) must be paid in full March 30th, however, we will continue to accept applications and payments after that date if spaces are available. **All booth fees are final and nonrefundable.**
- 4) The SCC 1st Weekend Arts and Crafts Shows hold approximately 13 vendor spaces. This is a **juried** show and we try our best to select a **variety of products so that there is not an overabundance of one type of item**. Please list all types of items you plan on selling on the application. **We plan to have a maximum of 3 sellers of any one type of art/craft at each weekend.**

NOTE: We usually fill our jewelry spaces very quickly. If your **main** media is fine art, photography, pottery, glass art, wood- working, fiber art etc., and you do make some jewelry, we may ask that you do not include your jewelry in the show, but emphasize your main media, so that we do not have more than 3 sellers with jewelry. **You will be asked to remove any items that are not listed on your application.**

- 5) Applicants will be considered on a first-come basis. We reserve the right to deny applications based on space limitations, our need to diversify the crafts, or if the quality or type of crafts is not a good fit for the show. **Scented items such as soaps, candles, incense and potpourri are restricted as scents can fill the small room and affect those who are sensitive to scents. We also reserve the right to deny any items with trademarked/copyrighted images or fabrics (i.e., Disney characters, Hello Kitty, NFL and College logos, etc) unless the seller holds a valid license from the trademark/copyright holder.**

- 6) Acceptance and space reservation will be confirmed via email upon receipt of signed application, agreement, website URL or images of your work, and deposit. If your application is denied for the weekend that you applied for, we may contact you to see if you are available for a different weekend.
- 7) The \$90.00 space deposit will only be refunded if your application not accepted.

Terms & Conditions

- 1) All items for sale **must be handmade by the seller.**
- 2) All sellers must provide clean table coverings that **cover the sides and entire front of the table to the floor** so that all supplies and items under the table cannot be seen. We want to create a professional and tidy appearance. You may bring your own tables, shelving, wire grid walls, etc.
- 3) Nothing may be fastened or leaned against walls, woodwork, windows or drapes. The room does offer gallery moulding to hang art on the walls. Gallery hooks that fit on the moulding are needed to hang art (please ask as we can often supply some).
- 4) **Vendor presence at booth is mandatory during all hours of operation.**
- 5) No smoking or alcoholic beverages.
- 6) Vendors are responsible for reporting and paying all applicable taxes.
- 7) Health Permits: All food vendors MUST obtain the necessary permits from the Jefferson County Health Department. Please contact them at (304) 728-3306 or 8415 as soon as possible to ensure you have the proper permits.

Set-up and Take-down

- 1) For most weekends, we may be able to open the building on Friday afternoon/early evening for set-up. We will inform sellers by email if that option is available for your weekend and will provide additional details. We will open the building for Saturday morning set-up at 7:30 am.
- 2) You may unload and enter through the front door on German St. or the back door on King St. There is room to temporarily park and unload behind the Library on King St.
- 3) Set-up must be completed by 10:00 am on Saturdays and 9:00 am on Sundays.
- 4) You may leave your space set-up Saturday evening. The building will be locked overnight. If you are showing consecutive weekends, you must set-up and take down each weekend as we cannot leave displays and inventory in the building from one weekend to the next.
- 5) **No dismantling allowed prior to closing of show** (7:00 pm on Saturdays and 4:00 pm on Sundays) or you will forfeit your space and not be invited back.

- 6) Sellers agree to assume the risk of loss to merchandise and other property whether from breakage, damage, loss, theft, disappearance or any other cause, for the duration of the show, including set-up and take-down.



- 7) Once unloaded, we ask that all vendors park (free) at the Shepherd Univ. lot catty-corner from the Blue Moon cafe on S. Princess St. If you require a handicap parking spot, you may park in a spot close to the building.

Questions/Information – Email:

Susan Halbert – originals@naresinspirations.net

or

Kristian McIntyre – creativeartandsoul@gmail.com

Mail signed application (next 2 pages) and checks to:

SCC Handmade Market
c/o Marit Davis, Treasurer
PO Box 463
Shepherdstown, WV 25443-3251

Mission:

Our mission is to bring together the finest artists and crafters from the local region and provide a quality craft show that will benefit both our customers and the community. The Shepherdstown Community Club (SCC) supports many civic events, cultural activities, and social gatherings as well as public facilities such as the War Memorial Building and Morgan Grove Park. We hope you join us in our extensive celebration of arts, crafts and community!

About:

Shepherdstown is a historic small vibrant community that is supportive of the arts, such as fine art, craft, music, and theater. The SCC building is situated in the heart of the quaint downtown area and is surrounded by coffee shops, cafes and restaurants and unique boutiques.

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Name(s): _____

Business name(s): _____

Address _____

Home #: _____ Mobile #: _____

Email: _____ Describe and list **all** items you will be selling:

****You must submit a website, online store, or photo archive URL where we can review your work. If you do not have a website, please include a minimum of 3 sharp, clear, bright photos of your work and/or booth set-up with this application or email digital images to Susan at originals@naturesinspirations.net (If you have showed with us within the last 2 years, you do not have to send in photos.)**

Check here if photos were emailed _____

Website where we can view your work: **http://** _____

Please Check Desired Dates of Participation:

DATES	FEE	ADD
____ Apr 4-5	\$90.00	\$ _____
____ May 2-3	\$90.00	\$ _____
____ Jun 6-7	\$90.00	\$ _____
____ Jul 4-5	\$90.00	\$ _____
____ Aug 8-9	\$90.00	\$ _____
____ Sep 5-6	\$90.00	\$ _____
____ Oct 3-4	\$90.00	\$ _____
____ Nov 7-8	\$90.00	\$ _____

**2nd weekend*

TOTAL FEES DUE \$ _____

A deposit of \$90.00 *MUST* accompany application.
All other fees due by March 30th. Booth fees are non-refundable.

Circle (Yes/No):

If we are unable to accommodate you for a weekend that you applied for, are you willing to consider other dates?

Yes **No**

Do you need an 8' table? If you are in the center area we can offer a 6' and a 4' table (for 10' of frontage) for your space.

Yes **No**

Do you need chairs?

Yes **No** # _____

Do you need electricity? (Outlets available for outer perimeter spaces only. You must provide your own extension cords).

Yes **No**

Selected artists may be featured on our Facebook page and other social networking sites leading up to and during the shows. May we use images of your work from your website/blog or your submitted photos for show promotions (online, Facebook, in print and press releases)?

Yes **No**

By signing below, I agree to all terms of the agreement:

Applicant(s) signature _____ **Date:** _____

The applicant agrees to abide by and enforce such agreements and restrictions in the areas of the building rented and during the rental period, and hours of operation, including setup and tear-down. If the applicant fails to abide by any agreement and/or restriction, the applicant agrees to be responsible to the Shepherdstown Community Club (SCC) for any and all damages and costs that may incur as a result of such violation. The applicant further indemnifies and saves harmless the SCC its officers, agents, and employees from any and all liability for damages or loss arising out of the rental occupancy and use of the property herein rented under this application. The applicant further releases the SCC, its agents and employees from any and all damages, causes of action or other liability in any way related to the rental, use and occupancy of the property herein leased under this application. The applicant certifies that the indemnification and release herein made extends to claims that may be asserted by the applicant and or any third party visiting the rented premises during the applicant's possession of the rental property. The applicant certifies that the applicant has been advised by the SCC to purchase liability insurance to protect the applicant from any claim that may result from the applicant's use of these premises.