

Spring Into Art Market - Vendor Application

Contact Information

Name:

Business Name:

Phone Number:

Email Address:

Social Media Handles (if applicable):

Business Information:

What do you make / sell?

Where are you located?

Do you require table space, wall space, or both?

<input type="checkbox"/> 6ft Table	<input type="checkbox"/> 3ft Table	<input type="checkbox"/> Wallspace needed
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What date will you be setting up?

<input type="checkbox"/> Wed. April 8th	<input type="checkbox"/> Thurs. April 9th	<input type="checkbox"/> Fri. April 10th
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If you are not already, would you be interested in becoming a vendor in the Gift Shop after the closure of the market?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you offer custom work in addition to your products? (Many customers ask about custom work from our makers, and we'd like to be able to direct them accordingly.)

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Conditions / Terms of Participation

- Artists/Artisans are not required to be on site for the duration of the Spring into Art Market, but we do encourage them to check in to keep stock up to date and filled.
- All participating vendors must be in good standing with our Gallery
 - Membership rates are as follows: \$50 single, \$85 family, \$40 senior, \$15 student
 - Memberships are valid for a full year from the date you purchased.
 - Members also receive discounts on workshops, opportunities for future exhibits and selling, discounts on in-house art supplies, and more. Please visit www.stationarts.ca for a complete list of benefits
- All participating vendors are subject to a 30% commission on their sales.
 - Please ensure you are pricing accordingly.
 - The 30% goes directly to the organization, helping ensure the longevity of the Gallery. This also aids with promotional costs and payment service costs completed by staff over the 2-week duration.
- Please notify the staff upon arrival for set up. Staff need to keep track of numbers and checklists of artists who have completed setup. Staff will guide you to your table upon arrival.
- Table cloths, hammers, and step stools are available to assist you with set up.
 - Please bring your own nails, decor, busts, risers etc. you may need to complete your setup. The Gallery can not supply extra items.
- All items MUST be coded following strict Gallery coding.
 - All inventory on a separate inventory sheet (provided by the Gallery) labeled Spring into Art Market
 - All inventory is labeled first/middle/last initial and number, followed by price.
 - This code must be on the inventory sheet as well as on the item.
- The Station Arts Centre does not take responsibility for damaged/lost items during the duration of the event. We do provide a standard level of security, have an alarm-activated system for after-hours, and security cameras on the premises. Shoppers will never be left unattended without a Staff Member on site.
- All sales are to be processed through the Front Desk by Gallery Staff. If you are staying near your space for a portion of the event, please do not process sales yourself at your table via any 1:1 transactions, as all sales from the event must be tracked and processed through the Station Arts Centre. (Failure to comply with this regulation will result in future consideration of your participation in sale-based events at the Station being prohibited.)
- Vendors have the option of a 6ft table, a half table (3ft), and wall space. Please choose your preference, and we will do our best to accommodate.

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- Please indicate clearly your requirements, and we will do our best to accommodate. Wall space is limited.
- We provide promotional graphics to vendors to help promote the event. When you hear back from your application, they will be provided to you, and we would greatly appreciate any support you can give by sharing about the event with your online audience, family, and friends.

Please sign and Date below to indicate you have read and understand the Conditions / Terms of Participation as a Vendor in the Spring Into Art Market at the Station Arts Centre:

Name:

Date: