

# “From Our Hands to Your Home” Holiday Show

## Handmade Gifts & Decorations



### 2017 Vendor Information and Registration

**Show Dates:** Tuesday, November 14 --- Saturday, December 30  
Gallery will be open Monday-Saturday in December

**Set-up Dates:** Sunday, November 12 ---- 1:00 pm - 5:00 pm  
Monday, November 13 --- 10:00 am - 8:00 pm

**Booth Fees:** 4x4 space: \$30.00 Guild member; \$35 non-member  
6x4 space: \$40.00 Guild member; \$50 non-member

All crafts must be handcrafted or handmade. No kits or resale items allowed.

If this is your first Gallery Craft Show, you must provide photos or examples of the item(s) you will be selling in your booth. Photo(s) must accompany the completed application.

Falling Rivers Gallery will collect 12% commission for Guild members and 22% commission for non-Guild members on all sales.

Inventory: The Gallery will provide you with a vendor number. Your vendor number (preceded by #) and the price and must be on all items. If you have an item number for tracking purposes, you may label as “#vendor-item”. The item number will be on your final statement however we will not be tracking your inventory for you. The Gallery will handle all sales. Gallery members will be at the Gallery on set-up days to assist you with any labeling issues.

Payments for Sales: Falling Rivers Gallery will send you a check for payment of all sales, less commission, by December 15 for November sales and January 15, 2017. Falling Rivers Gallery will remit all sales tax to the NC Department of Revenue.

### **Gallery Responsibilities:**

- The gallery will provide the 4x4 or 6x4 space. The spaces may be divided by a screen which may be used to hang things on. Screens may be covered with Gallery provided black fabric if requested.
- The gallery will handle all sales.
- The Gallery will collect and pay the sales taxes to NC on all sales.
- The Gallery will handle marketing for the Show. The Gallery will provide vendors with marketing materials upon request.

## **Vendor Responsibilities:**

- You must complete & return the required application no later than Friday, November 3<sup>rd</sup>
- Payment for your space must accompany your application.
- You must have your booth set up by 8:00 pm on Monday, November 13
- You must provide your own table or other booth furniture and display items. Tables must not exceed the size of your booth.
- All items must have removable tags which will have your vendor number and the price. Gallery members may use their artist number with a “C” in front to differentiate from their regular inventory.
- Vendor must provide photos or examples of the item(s) they will be selling.  
Photo(s) must accompany the completed application.
- You are responsible for keeping your booth stocked with inventory and neat in appearance.

**FROM OUR HANDS HOLIDAY SHOW APPLICATION FORM**

To reserve your space please complete the form below and return it with your payment, signed agreement form, and photo(s) showing examples of the work you will be selling. Spaces will be given on a first come, first serve basis.

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*Please print*

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Type of Craft/s (brief description)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like to reserve \_\_\_\_\_ 4'x4' space \_\_\_\_\_ 6'x4' space (*limited number available*)

I have enclosed my check of \$\_\_\_\_\_ to reserve my space.

**Agreement and Signature:**

Falling Rivers Gallery reserves the right to refuse or remove any items considered inappropriate.

While every care will be taken, Falling Rivers Gallery and its volunteers cannot be responsible for theft, breakage, or damage.

In an effort to assist in advertising of this event, I authorize Falling Rivers Gallery to post images of my booth using social media (Facebook, Twitter, Pinterest)

**I have read and agree to the above statement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have questions or concerns, please contact:  
Jane Rogers at 704.983.2490 (leave a message if no answer)  
LouAnn Ingram at 704.986.6484  
David Arey at 704.294.9244

Or  
Falling Rivers Gallery at 704.983.4278

Make check payable to "Falling Rivers Gallery" and mail to 119 West Main St., Albemarle, NC 28001