

2024 Handcrafted Holiday Sale - Artist Vendor Application

Thank you for your interest in participating in the Center for Community Arts Handcrafted Holiday Sale! Please complete this brief artist application form. Full details about the sale can be found online at:

<https://www.communityarts.org/events-announcements/handcrafted-holiday-artist-vendors>

Holiday Sale Dates:

Saturday, December 7 (10:00 am - 4:00 pm)

Sunday, December 8 (10:00 am - 4:00pm)

Set-up: Friday, December 6 (10:00 am - 4:00 pm)

Break-down: Sunday, December 8 (4:00 - 6:00 pm)

Space fees:

Half-table (3'x3') - \$55.00

Full-table (3'x6') - \$80.00

Full table plus hanging wall space (4'x6') - \$100.00

Discounted space fees (CAG members and current Community Arts instructors):

Half-table (3'x3') - \$40.00

Full-table (3'x6') - \$60.00

Full table plus hanging wall space (4'x6') - \$75.00

Please enter your email address below. A copy of your completed application will be emailed to you once your application has been submitted.

* Indicates required question

1. Email *

Artist Applicant Information

2. Name *

3. Address *

4. Contact Number *

5. Brief description of items to be sold. *

Please note: All items that are sold must be designed and handcrafted by the participant.

6. Please select the last quarter and year in which you have taken a studio class at Center for Community Arts. *

In order to be eligible to participate, you must have taken a studio class with Center for Community Arts within the last 4 quarters. Eligible instructors must be currently teaching with Center for Community Arts.

Mark only one oval.

- Fall 2023
- Winter 2024
- Spring 2024
- Summer 2024

7. Do you currently teach a class at Center for Community Arts? *

Center for Community Arts Teaching Artists will receive a discounted space fee. Teaching Artists must be currently teaching in Summer 2024 or schedule to teach in Fall 2024.

Mark only one oval.

Yes

No

8. Are you a member of the Clay Arts Guild? *

Clay Arts Guild members will receive a discounted space fee.

Mark only one oval.

Yes

No

Volunteering

All vendors are required to complete at least a 1-hour volunteer shift during the sale weekend.*

*CAG and Community Arts Teaching Artists are required to complete a 2-hour volunteer shift.

Once accepted, you will be asked to sign up for a volunteer time online or at the front office. More information on volunteer assignments to follow.

9. I understand I need to complete a volunteer shift to participate in the sale. *

Check all that apply.

Yes, I can commit to this.

Space Requests

Artist vendors can request ONE table space option per person. Please note that tables cannot be split between two artists. Hanging wall space is limited and is only available with a full table request.

Items must be made by the artist that is accepted into this sale.

10. Please select one space options for the sale. Please note that the discounted space fees for CAG and current instructors are included after the regular fees for reference.

Mark only one oval.

- Half table (3'x3') - \$55 / \$40
- Full table (3'x6') - \$80 / \$60
- Full table (3'x6') plus wall hanging space - \$100 / \$75

Work Samples

All applicants are required to submit 3-5 current images of the work they are planning to sell.

Images that are submitted may be used for marketing and promotional purposes.

Please upload images below or email to: handcrafted@communityarts.org

Images must be uploaded or sent as JPEG or PNG files.

Please be sure to upload your images below or email your images to handcrafted@communityarts.org by Sunday, September 1 (5:00 pm). If photos are not submitted by this time, your application will not be considered for the sale.

11. Work Sample Submissions

Files submitted:

- 12. I understand that my application will be complete once I submit 3-5 images of my current work. *

Check all that apply.

Yes, I understand.

Artist Bio

- 13. Tell us a little about yourself and your work for promotional purposes (2-3 sentences).

Artwork Donation

Participants can choose to donate items to the Community Arts Foundation table or the Clay Arts Guild (CAG) Kids Shopping Area as part of our Handcrafted Holiday Sale. All proceeds from the sale of donated items will benefit our scholarship program with Community Arts Foundation or the CAG. Community Arts Foundation and CAG provide arts scholarships to Center for Community Arts classes for individuals and families across Contra Costa County.

Donations will be collected on Friday, December 6 when you arrive to set up your space.

Donated artwork is tax deductible. Community Arts Foundation will send you a letter acknowledging your donation after the sale. Any items that are not sold at the sale will be kept by Community Arts Foundation for other events that benefit scholarships.

To learn more about Community Arts Foundation, please visit: www.commartsfoundation.org

14. Items for donation will be collected on Friday, December 6 when artists arrive to check in for the sale set up.

Mark only one oval.

- Sounds good! I will bring my item for donation on Friday, December 6.
- No, thank you. I will pass on donating this year.

Artist Vendor Agreement

Due to the high volume of applications received and artists that participate in this event, Center for Community Arts cannot accommodate artists that do not consent to the requirements listed below. In order to participate, artist vendors must agree to the following community agreements in order to keep our event running smoothly for our team, volunteers and participating artists.

15. Artist Vendor Requirements (CHECK ALL TO CERTIFY YOU AGREE): *

Check all that apply.

I have taken a studio class with Center for Community Arts within the last 4 quarters OR I am a current instructor with Center for Community Arts.

I will provide images 3-5 images of my work by Sunday, September 1 at 5:00pm (uploaded to this application or by email).

If accepted as a vendor, I will provide a complete list of artworks for sale along with accompanying prices by Friday, October 13 at 4:00 pm. I understand that my acceptance may be rescinded if this deadline is missed.

If accepted as a vendor, I commit to paying my space fee by Friday, October 18 at 4:00 pm. I understand that my acceptance may be rescinded if this deadline is missed.

I understand that all vendors will be required to complete a W-9 form in order to receive payment for items sold during the sale.

I understand that Center for Community Arts will deduct a 25% commission from the sale of my items to support this event. Clay Arts Guild will receive 25% commission from the sale of CAG member items (in place of Community Arts). Payments to artist vendors from Community Arts will be sent in the form of a check by mail in late January 2025.

If accepted as a vendor, I agree to complete my volunteer shift during the event weekend.

I understand that I am only allowed to sell work that I have created. I cannot sell work made by another artist in this sale.

I understand that table and wall placements are assigned and are based on curation plans that best meet the overall Handcrafted Holiday Sale needs.

I will set up and take down artwork on the designated dates and times during the event weekend.

I understand the Standards of Behavior and will abide by all rules and direction from the staff while participating in the Handcrafted Holiday Sale.

I understand that Center for Community Arts is not responsible for lost, stolen, or damaged artwork.

Other: _____

- 16. If there is anything we should know about your work or your participation in the sale, please leave a brief comment below.

Thank You!

Center for Community Arts will notify artists of their application status by Wednesday, September 18. Artists that are accepted as a vendor for this year's Handcrafted Holiday Sale will be required to submit their artwork inventory and space fees no later than Friday, October 18 at 4:00 pm.

If you did not upload images of your work in this application, please be sure to email images to handcrafted@communityarts.org by Sunday, September 1 at 5:00 pm. Your application is NOT completed until images of your work have been received.

Please review information about this year's Handcrafted Holiday Sale at www.communityarts.org/handcrafted.

Questions about the sale? Please email handcrafted@communityarts.org.

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