

Spring Arts Market Arts & Crafts Fair Vendor Application 2010

**First Annual Wakefield Theatre Company Amphitheatre Fundraiser
Saturday, May 15th, 2010 from 8:30am-5pm
Located at Wakefield High School**

DATE

Saturday, May 15th 2010 8:30am – 5pm

CANCELLATION DEADLINE (FOR REFUND)

Friday, March 26, 2010

LOCATION

Wakefield High School
2200 Wakefield Pines Drive
Raleigh, NC 27614

BOOTH FEES / SPACE 10'X 10'

Deposit for each booth \$40
*Dress Circle (Commons Area) \$125
*Orchestra (Large Gym) \$85
~Extra Tables (per table) \$15
~Electricity (per outlet) \$15

APPLICATION TIMELINE

November 14th, 2009 – March 1, 2010

**First-come/ first-served basis*

**Submit 2 photos of arts & crafts*

LUNCH BOX AVAILABLE

Cost per order \$10

Choices: Turkey, Ham, Vegetarian

MAIL COMPLETED FORM AND CHECK OR MONEY ORDER TO:

Wakefield Theatre Company
Spring Arts & Crafts Market
2200 Wakefield Pines Dr
Raleigh, NC 27614
919-562-3659

For further information, contact Paul A. Orsett, Artistic/Managing Director

whstheatre@wcpss.net

www.wakefieldtheatre.net

Wakefield Theatre Company Spring Arts Market Important Dates

Applications received by March 1, 2010	Invoice Mailed by March 15, 2010
Booths reserved after March 1, 2010	Invoice Mailed by April 15, 2010
Fee Deadline	Paid in Full by April 1, 2010
Booth Confirmation	Booth assignments mailed by April 15, 2010
Cancellation Deadline	Full Refund no later than March 26, 2010
Set up Dates	Early Bird Set-up (Dress Circle Only) Friday, May 14, 2010 6pm-8:30pm All Vendors – Saturday, May 15, 2010 6am-8am

Spring Arts Market

Terms and Conditions:

1. FEES: *Dress Circle (Commons Area)\$125, *Orchestra (Gym) \$85, Extra Tables (\$15per table), Electricity (\$15 per outlet)
 - a. Electricity is available in a limited number of booths for an additional charge of \$15 per booth. **Each vendor must provide his/her own extension cords.**
 - b. One (1) table is provided free of charge only if requested, please indicate on vendor application. Vendor must provide any tablecloths or table skirts.
 - c. Two (2) chairs are provided free of charge only if requested, please note number needed on the vendor application.
2. BOOTH RENTAL FEE & PAYMENT: **Deposit** for reserving each booth is \$40 and due at time of application. FINAL PAYMENT is due on or before April 1, 2010.
3. APPLICATION ACCEPTANCE: You will be notified via email the acceptance of your application or if you are placed on a waiting list. Booth spaces are limited and available on a first-come/first-served basis, so be sure to respond as soon as possible. Please be sure to include a valid email address and print clearly. Booths reserved (and applications received) by March 1, 2010 will be confirmed by March 15, 2010. Booths reserved after March 1, 2010 will be confirmed by April 15, 2010. Confirmation will only be sent out at these times.
 - a. The Spring Arts Market Committee can deny a vendor based on appropriateness of products and duplication of vendors. Vendors may not sell any type of alcoholic beverage or items that display alcoholic beverage labels (i.e.: lighted wine bottles, etc.) or other inappropriate items for a school environment.
 - b. Booth space allocation is at the sole discretion of Spring Arts Market Committee.
 - c. Enclose 2 photographs of your arts/craft for jury purposes- No slides or electronic photographs are accepted. Photos will not be returned and are property of Spring Arts Market and can be used for advertisement purposes.
4. DEADLINE & CANCELLATION POLICY: No refunds will be issued for cancellation after March 26, 2010. Booth spaces are limited and available on a first-come/first-served basis, so be sure to respond as soon as possible. Any vendor who has not paid in full by April 1, 2010, will lose their deposit and their space will be released. There will be no refunds after March 26, 2010 for any cancellations.
5. SALES: All sales and transactions are the responsibility of the vendors. Spring Arts Market will not charge vendors a commission and make no guarantees the amount of profit that will be generated.
6. SET-UP AND BREAKDOWN: Set-up begins at 6:00am on Saturday, May 15, 2010. Early Bird Set-up will be available to vendors who rented space in the Dress Circle (Commons Area) room. Fee is included in the rental fee. Early Bird Set-up for those vendors and those vendors only will be from 6:00-8:30pm Friday May 14, 2010. Students will be available to assist in moving items from the cars to booth during Set-up and Breakdown. Vendors are required to remain at your booths until the advertised closing time of 5:00pm.
7. CONTACT INFORMATION: Booths Maps will be made available no later than January 15, 2010. If you need any information, please e-mail us at whstheatre@wcpss.net.

Spring Arts Market

Vendor Application
(please print clearly)

Name:		
Business Name:		
Mailing Address:		
City:	State	Zip Code
Telephone: Home		Mobile
Email:	Are you a 2009 Mistletoe Market Vendor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Choose the best description of your products:	<input type="checkbox"/> Fine Art <input type="checkbox"/> Handmade <input type="checkbox"/> Jewelry <input type="checkbox"/> Local Artist <input type="checkbox"/> Crafts	
Brief Description of product(s):		
Special Requests: (sharing or having adjoining booth, special needs)		
Booth space request: (location)		

Booth Space Rental

Check all that apply	Booth Descriptions <small>(includes one 10' X 10' space)</small>	Cost	Qty	=	Total Cost	Place your initials beside all desired choices (incomplete applications may not be accepted)
1	<input type="checkbox"/> Dress Circle (Commons Area)	\$125.00	X	=	\$	
2	<input type="checkbox"/> Orchestra (Large Gym)	\$85.00	X	=	\$	
3	<small>INITIAL</small> Table (1): (provided free of charge only if requested. Please initial for one free table per booth.)	Free				
4	<small>INITIAL</small> Chairs (2): (Provided free of charge only if requested. Please initial.)	Free				
5	<input type="checkbox"/> Extra Chairs – (per chair cost)	\$6.00	X	=	\$	
6	<input type="checkbox"/> Extra Tables – (per table cost)	\$15.00	X	=	\$	
7	<input type="checkbox"/> Electricity per outlet	\$15.00	X	=	\$	
Lunch Orders – from Spring Arts Market						
8	<input type="checkbox"/> Turkey Sandwich Lunch Box	\$10.00	X	=	\$	
9	<input type="checkbox"/> Ham Sandwich Lunch Box	\$10.00	X	=	\$	
10	<input type="checkbox"/> Vegetarian Lunch Box	\$10.00	X	=	\$	
					SUBTOTAL	\$
					Subtract the Deposit for each booth (or payment)	\$-
					BALANCE DUE (no later than April 1, 2010)	\$
**2009 Mistletoe Market Vendors will receive an additional 20% off booth rental to be applied on final invoice.						

1. Spaces will be assigned based on availability and vendor requests at the time of receipt of the application.
2. In the event that all of the choices listed are taken, the Spring Arts Market Committee will contact you to complete your reservation.
3. The deposit must accompany this application; the remainder of your balance will be INVOICED.
4. Please make a copy of your application before sending it in.
5. Please let us know if you are affiliated with a national organization and the name of that organization.

I have included a check for the above items for the 2010 SPRING ARTS MARKET. I have read and understand the TERMS and CONDITIONS of the market. I have made my check or money order payable to Wakefield Theatre Company Spring Market. I have completed the box above noting my Total Amount Enclosed Fee.

Vendor Signature: _____ Date: _____

