

# *FROM THE HEART*

## *Jewelry Event* **Vendor Agreement**

**Event Dates: February 4<sup>th</sup> through 18<sup>th</sup> 2012**

**Location and Hours:** The show will be staged in the Gallery area of Falling Rivers Gallery at 119 W. Main St. in Albemarle, NC. Normal store hours will apply.

**Booth Fee:** \$20 per 4' table space. All booths will be in the center of the gallery space. Use of risers and elevation changes is encouraged although no display should exceed 55" in height.

**Artist's payment:** The Gallery will remit payment of all sales to the artist, less 22% commission by the 15<sup>th</sup> of March, 2012.

**Inventory:** The Gallery will provide you with inventory sheets and an artist number (if you don't already have one). Your artist number, the item number and price must be on all items in a removable format. All items must be listed on your inventory sheet(s). The gallery will handle all sales for you and update your inventory list. Gallery members will be at the Gallery on set up to assist you with this process.

**Demonstrations:** Artists participating in this event are encouraged to demonstrate their creation process during this 2 week show. This interaction with the customer and art enthusiast is an excellent way to increase your sales and visibility in the community. A sign-up sheet will be available the day of set-up to schedule your demonstration period.

**Set up Date and Time:** Set up will be from 12-7pm on Friday February 3<sup>rd</sup> and 8:30 to 9:30am on February 4<sup>th</sup>. **All booths must be set up by 10AM on Saturday, February 4<sup>th</sup>.**

**Break Down and Removal:** Breakdown will begin at close of business on February 18<sup>th</sup> (4pm). Gallery members will be available to assist in take down on Saturday Feb. 18<sup>th</sup> from 4-7pm and on Monday February 20<sup>th</sup> from 10-2pm.

### **Gallery Responsibilities:**

- The Gallery will provide space for your 4' display in the most attractive manner possible while maintaining good visibility of your work for security reasons.
- The Gallery will handle all marketing for the show. The Gallery will provide marketing materials to participating artists upon request.
- The Gallery will process all sales and will update your inventory records as sales occur.
- The Gallery will collect and remit all state and local sales tax on all sales.

### **Participant Responsibilities:**

- You must complete & return your application no later than Wednesday, February 1<sup>st</sup>.
- You must provide photos of examples of your jewelry items you intend to sell. Photo(s) must accompany the completed application.
- You must supply your own gift boxes/packaging for jewelry items.
- You must provide your own table and display items. Table sizes are somewhat flexible but should not exceed 4' on the longest side.
- You must have your booth set up by 10am on Saturday February 4<sup>th</sup>.
- All items must have removable tags which clearly denote your artist number, item number and price.
- You must make sure that all items on display are accurately listed on your inventory sheets & that these sheets are in the inventory book at the front desk.
- You are responsible for keeping your booth stocked with inventory and neat in appearance.

*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 held responsible for theft, breakage or damage.*

### **Co-Chairs:**

Nancy Lipe (704) 754-0543 or [nancy-lipe@carolina.rr.com](mailto:nancy-lipe@carolina.rr.com)

Wendy Hillhouse (704) 986-0494 or [jwhillhouse@ctc.net](mailto:jwhillhouse@ctc.net)

Falling Rivers Gallery (704) 983-4278 or [fallingriversgallery@yahoo.com](mailto:fallingriversgallery@yahoo.com)

# FROM THE HEART

## Vendor Application Form February 4<sup>th</sup> through February 18<sup>th</sup> 2012

Falling Rivers Gallery  
119 West Main St. Albemarle, NC 28001  
For information call 704-983-4278

Booth Fee: \$20 made payable to Falling Rivers Gallery

- All items must be handcrafted or handmade. No kits or resale items allowed.
- You must provide photos or examples of the items you will be selling in your booth. Please enclose these photos with your completed application.
- Falling Rivers Gallery will collect 22% commission on all sales and cover credit card fees.

Please complete the form below and return with your payment to reserve your space. Spaces will be given on a first come first serve basis.

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Artist Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

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

Phone Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

Website (if Applicable) \_\_\_\_\_

Type of jewelry or accessory items (brief description) \_\_\_\_\_

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Signature of Agreement \_\_\_\_\_