

Christmas

AT THE COOK CARRIAGE HOUSE

ARTISAN/VENDOR APPLICATION

Please complete this application in full and submit along with participation fee (payable to Aquinas College) and photos (if necessary), by Thursday, November 19th at 12:00 p.m. For questions contact moorenod@aquinas.edu.
Noddea Moore Skidmore
Campus Life/Cook Carriage House - 1607 Robinson Rd SE - Grand Rapids, MI 49506

Company/Business/Crafting Name: _____

Name: _____ Email: _____ Phone: _____

Address: _____ City, State, ZIP: _____

AQ Affiliation: Student Club/Organization Staff Faculty Alumni No AQ Affiliation

Description of original, handcrafted goods that will be sold and materials used for creation:
(Edible goods are not permitted)

Description of product(s) for sale that benefit a non-profit organization: _____

Website: _____ *If no website, attach 3 non-returnable example photos of products which will be for sale at "Christmas at the Carriage House".*

RULES/REGULATIONS

- **DATE, TIME, LOCATION:** "Christmas at the Carriage House" will take place on Monday, November 30 from 11:00 a.m. – 8:00 p.m. at the Cook Carriage House on the campus of Aquinas College at 1607 Robinson Rd SE, Grand Rapids, MI 49506.
- **TABLE SPACE:** Each artisan/vendor table will consist of one 8' table and two folding chairs. Display height must not reach more than 4 ft. from the table top and must be free-standing.
- **PARTICIPATION FEE:** Each artisan/vendor will pay a flat rate of \$25 for their booth, and donate one item valued at \$25 to be placed in a grand prize drawing. Booth fee benefits the Cook Carriage House Fund.
- **ARTISAN/VENDOR JURY PROCEDURE:** The decision to allocate table space to artisans/vendors is based on a jury process, under the following criteria: 1) Artistic/Creative Value, 2) Quality, 3) Local artisan/vendor, 4) Appeal to AQ Community as a target sales market, 5) Complimentary to "Christmas at the Carriage House" event. Any artisan/vendor not accepted will be notified in a timely fashion and Participation Fee will be returned. The identity of artists is not disclosed to jurors.
- **MEDIA CATEGORIES:** The following are examples of acceptable and appropriate forms of good for sale: Painting, Photography, Sculpture, Jewelry, Wood, Digital Art, Metal Work, Printmaking, Ceramics, Fiber, Mixed Media, Drawing/Pastels, Glass, Specialty Items. No edible items are allowed. **(cont. on back)**

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- **AQUINAS ARTISAN/VENDORS:** 60% of table space is reserved for AQ-affiliated artisans/vendors. (This does not include family members or friends of AQ affiliates.) 40% of table space is reserved for local artisans/vendors.
- **ARTISAN/VENDOR PARKING:** Specific unloading and parking instructions will be provided to artisans/vendors via email approximately one week before the event. All artisans/vendors must follow the parking policy.
- **PRICE POINT:** No product will be priced above \$25, including 6% Michigan Sales Tax. Products must be available at a variety of price points at the maximum price and below, in order for the Aquinas Community to be able to support local artisans/vendors and purchase affordable holiday gifts.
- **TABLE STAFFING:** At least one person must be present at the table the entire time of the event. Each artisan/vendor will be set up for sales by 11:00 a.m., and leave table free of trash and any other items, by 8:30 p.m. on November 30th. Artisan/vendor is responsible for all table covering, table signage, setup, and display needs.
- **PRODUCTS:** Products for sale must uphold the mission of Aquinas College. A "Christmas at the Carriage House" organizer reserves the right to ask artisans/vendors to remove work they feel is unsuitable for the event. If you have a question regarding appropriateness, contact moorenod@aquinas.edu.
- **LIABILITY FOR LOSS, THEFT, PROPERTY DAMAGE, PERSONAL INJURY:** Artisan/vendor hereby waives any and all claims against the sponsoring event and Aquinas College, their employees, or representatives resulting from loss, theft, property damage, personal injury. It is recommended that artisan/vendor takes precautionary measures to prohibit the above situations. Any damage to facility property through carelessness of the artisan/vendor must be paid by artisan/vendor causing damage.
- **COOK CARRIAGE HOUSE RULES:** The artisan/vendor agrees to abide by all rules/regulations of the building in which the event takes place. No part of the exhibit or any signs relating therefore may be posted, nailed, or taped to the walls, doors, etc. The Cook Carriage House is a non-smoking establishment.

By signing and dating this document, the artisan/vendor agrees to abide by all rules/regulations of "Christmas at the Carriage House" as well as those of Aquinas College.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Rec'd Date _____ Signature _____ Juried _____ Date Informed _____

Notes: _____
