



Artist Vendor Agreement

Center for Community Arts is pleased to present the Handcrafted Holiday Sale. Our annual sale will showcase over 75+ student artists and instructors across our community! This is an inclusive opportunity for our students and instructors to show and sell their unique, handcrafted items utilizing the skills attained in our classes and workshops to guide their art practice. In order to participate, artist vendors must agree to the following community agreements on their application in order to keep our event running smoothly for our team, volunteers and participating artists.

Artist vendors are required to:

- Be a student or instructor with Center for Community Arts within the last year in one of Center for Community Arts' studio classes. This does not include non-studio based workshops.
- Apply to the Handcrafted Holiday Sale by **Friday, September 20 at 5:00 pm** via our online application or by paper application. We will not be able to accommodate late registration applications.*
- Provide up to three (3) current images of their work per category as part of the application process. Images must reflect work the artist is planning to sell. If artist plans to sell in different categories (ie: jewelry and ceramics), artist must provide imagery for each category. Images will also be used for promotional purposes of the sale.
- Work to be sold must be designed and/or handcrafted by the artist.
- Complete a 2-hour volunteer shift during the event weekend.
- Provide an inventory of artworks for sale along with accompanying prices by **Friday, October 25 at 4:00 pm**. Participation will be rescinded for vendors that do not meet this deadline.*
- Pay a table fee by **Friday, October 25 at 4:00 pm** to complete the application process.*
- Set up and take down artwork on the designated dates and times during the event weekend.

*** Due to the number of applications received and artists that participate in this event, Center for Community Arts cannot accommodate participants that do not meet the required deadlines detailed above. Please see *Artist Vendor Timeline* for a quick reference of pertinent dates.**

Center for Community Arts will:

- Curate the Handcrafted Holiday Sale through the review of applications and artwork.
- Assign table / wall locations for each artist based on curation plans that best meet the overall Handcrafted Holiday Sale needs. Assignments or table / wall positions cannot be changed without the permission of the Handcrafted Holiday Sale Coordinator.
- Market this event through social media, community calendars, and other venues.
- Provide postcards to artists to share with family and friends!



Artist Donations

Participants are invited to donate items to the Community Arts Foundation table as part of this year's Handcrafted Holiday Sale (max \$50 value per item). All proceeds from the sale of donated items will benefit our scholarship program with Community Arts Foundation. Community Arts Foundation provide arts scholarships to Center for Community Arts classes for individuals and families across Contra Costa County.

To learn more about our partners, please visit:

<http://commartsfoundation.org/>

Standards of Behavior

For the enjoyment and safety of everyone, the City of Walnut Creek and Center for Community Arts expects all participants and spectators to treat the people and facilities connected with the program with respect and abide by all rules and direction from the staff. We reserve the right to refuse service to anyone for failure to abide by these standards.



Artist Vendor Timeline

Tuesday, September 3	Applications open for submission
Friday, September 20 5:00 pm	Final day to apply for the Handcrafted Holiday Sale All applications must be in by 5:00 pm
Friday, September 27	Acceptances go out to all applicants Submissions that are not selected will also receive notifications by this date
Friday, October 25 4:00 pm	Final deadline to turn in final inventory sheet and space fees Artists must submit a list of artwork to be sold with prices by 4:00 pm in order to participate
Friday, October 25	Postcards available for pickup
Friday, November 15	Inventory SKU's available for pickup
Thursday, December 5 - Friday, December 6	Artist set up artwork at Shadelands Artists will be assigned a time to set up on Thursday or Friday
Friday, December 6 5:00 – 8:00 pm	Handcrafted Holiday Sale opens! <i>Join us for drinks, dessert, and more as we welcome shoppers to our Market!</i>
Saturday, December 7 10:00 am – 5:00 pm	Handcrafted Holiday Sale – Day 2 Volunteer hours
Sunday, December 8 10:00 am – 4:00 pm	Handcraft Holiday Sale – Day 3 Volunteer hours
Sunday, December 8 4:00 – 6:00 pm	Artists pack up artwork at Shadelands
Friday, January 17	Artwork payments to go out to artists



Handcrafted Holiday Sale FAQ

Shadelands Art Center

111 North Wiget Lane, Walnut Creek, CA 94598

handcrafted@communityarts.org

(925) 943 – 5846

Thank you for your interest in the Center for Community Arts Handcrafted Holiday Sale! Please review the following information before applying.

When and where is the art sale being held?

The sale will be held at Shadelands Art Center on the following dates:

- Friday, December 6, 5:00 pm – 8:00 pm
- Saturday, December 7, 10:00 am – 5:00 pm
- Sunday, December 8, 10:00 am – 4:00 pm

Who is eligible to apply?

The sale is open to all Center for Community Arts instructors and any students who are currently taking a studio class or have taken a studio class within the last year. This event celebrates our students and instructors with an opportunity to sell handcrafted artworks to our community members. Please see *Artist Vendor Agreement* for more information regarding eligibility.

How do I apply?

Applications must be **submitted via Google Form by Friday, September 20 at 5:00 pm** in order to be considered. Paper applications are available at our front office at Shadelands Art Center, Monday – Friday (9:00 am – 4:00 pm). As a part of the application, applicants will be asked to provide at least three (3) photos of work to be sold by uploading files to the online application. Photographs can also be emailed to handcrafted@communityarts.org for applicants that are completing paper applications.

If I have already emailed work samples for a previous sale, do I have to submit more?

Yes. To ensure the work you are selling is representative of what you plan to sell, we need to review your current work samples.

What will my photos be used for?

Photos will be used for the artist curation process and may be used for marketing and promotional purposes of the Handcrafted Holiday Sale.



What does it mean that the show is curated?

Our team works with a consultant to curate a well-rounded event that is designed to ensure that the artists included represent our creative community. Additionally, our curation process helps to see that our participants have a market for their work.

What criteria is used for selecting artists to participate in the sale?

We use the following criteria as a guide during our curation process:

Handcrafted - Your work is designed and handcrafted by you.

Quality - Your work incorporates quality materials and is unique and market ready.

Consistency - Your work is cohesive and consistent, and you provide clear examples for us to see this in your photographs.

Value - The average price of your items falls within what is typical at the Handcrafted Holiday Sale, providing a balance of quality and accessibility for our attendees.

Is there a cost to participate in the sale?

The vendor fee is determined by the size of your display space. **Applicant can apply for up to two spaces.**

Both spaces will be placed together.

The fees for each space are as follows:

- **4'x6' Hanging Space - \$35.00**
- **3'x3' Half Table Top - \$30.00**
- **3'x6' Full Table Top - \$45.00**

If I am accepted, what does my fee cover?

Your vendor fee will cover the cost of your display space including tables, tablecloths, cashiering and promotional material.

Can I use additional space beyond my table or hanging space for display?

Due to limited space and the safety of our participants and shoppers, using the aisle ways or bringing additional table for display is not allowed. If you have any questions regarding our display plans, please email handcrafted@communityarts.org.



What are my responsibilities as a vendor?

Vendors are responsible for assembling and disassembling your displays. **You are also required to volunteer for one 2-hour shift during the duration of the sale. Upon acceptance, you will be asked to sign up for a volunteer shift via an online link provided by Center for Community Arts.** You are required to set up and take down your display during the designated times. Artists are strongly encouraged to be present throughout the event as many shoppers like to engage with artists and hear about their work.

Room spaces will be open to set up from 1:00 pm – 9:00 pm on Thursday, November 29 and 10:00 am-4:00 pm on Friday, November 30. Vendors are responsible for taking down their displays between 4:00 pm – 6:00 pm on Sunday, December 2. Vendors are not allowed to take down work earlier than 4:00 pm – no exceptions.

Center for Community Arts is not responsible for lost, stolen or damaged goods.

How do I submit my application fee?

Application fees can be submitted by check (in person or by mail) or paid by credit card through our point of sale system by phone or in person. **Please make all checks payable to: City of Walnut Creek.**

What is the payment deadline?

Fees are due on Friday, October 25 at 4:00 pm along with your inventory sheet.

Does Center for Community Arts receive commission?

Center for Community Arts will deduct a 25% commission from the sale of your items.

When and how will I know if I am accepted?

You will be notified of your acceptance by Friday, September 27.

How is the sale marketed to the public?

Center for Community Arts uses a variety of outlets to promote the sale including but not limited to postcards, posters, poster distribution services, giveaways, community calendars and social media. Participants are encouraged to help spread the word through postcards and social media. This is a team effort, the more you share – the more successful the sale!

How many people attend the sale?

Typical attendance averages over 1,000 shoppers throughout the course of the weekend.