

The Fourth Annual Ravenna Holiday Arts & Crafts Sale

Handmade Gifts by Local Artists
Saturday, December 10, 2011; 10:00am - 3:00pm
Ravenna Eckstein Community Center
6535 Ravenna Ave NE, Seattle, WA

Event Details & Application Process

The 4rd annual Ravenna Holiday Arts & Crafts sale will take place on December 10, 2011. The sale prides itself on high-quality, unique, crafts made by local artisans. This year, we are expanding the size of the sale to include a few more vendors. We will also include a children's art table.

Promotion:

The event will be promoted via the Seattle Parks and Recreation NorthEast Brochure and posters placed in popular locations throughout the community. In addition, the event will be listed in local newspapers and online media (e.g., the Stranger, Seattle Weekly, Seattle Times, Craig's List, and local blogs and email lists). Postcards will be available for local distribution.

Application Process:(DEADLINE EXTENDED–Applications Due November 22, 2011)

To apply, please complete the attached Vendor Application by **November 7, 2011**. We encourage vendors to offer a range of items of varying prices. Please attach 1-3 photographs of your work or a link to your website. Accepted artists will be asked to submit their booth fee to secure their place in the event. You will be notified if you are accepted into the show no later than **November 15, 2011**. Payment is due no later than **December 1, 2011**.

Fees:

An 8x5' booth will cost \$25 plus 10% of gross sales (including any orders placed during the sale). A limited number of 12x5' booths will be available for \$37 plus 10% of gross sales. Fees will be due after the participating artists have been selected. Vendors are responsible for selling their goods, tracking total sales, and submitting 10% of sales to the Community Center before leaving the sale on December 10. Individual vendors are also responsible for ensuring the necessary business licenses are in place and appropriate taxes are collected and submitted.

Artist Responsibilities:

All participants must be willing to help promote the event (using their own email distribution lists, by distributing postcards, etc.) and help prepare the space (signage and decorations). Vendors are asked to bring a batch of home made cookies or other easy to eat homemade baked goods for a bake sale benefitting the Community Center programming.

All work for sale must be handmade, not mass-produced. Set up will take place from 8:00am to 10:00am on December 10. The event begins at 10:00am. Participating artists must be at the event during sale hours (10:00am to 3:00pm). Take-down and clean up will occur from 3:00 to 4:00pm, after the sale closes. All artists are responsible for helping to clean up the room and return it to its pre-sale condition (in prior years, this has gone very smoothly and quickly).

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Vendor Application (Due: November 22, 2011)* Extended!

Artist Information

Name: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

Business Name (if applicable): _____

Street Address: _____

City State Zip: _____

Craft description? _____

Price range of goods: _____ Past participant in this sale? Yes No

Booth Size:

8' wide x 5' deep \$25 + 10% commission on all sales (and orders placed at the sale)

12' wide x 5' deep \$37 + 10% commission on all sales (and orders placed at the sale)

Do you require electricity (electricity is limited)? Yes No

Do you prefer to be positioned against a wall (wall space is limited)? Yes No

Will you need a 6' table (no extra charge)? Yes No

Artist Disclaimer:

By participating in the Ravenna Holiday Arts & Crafts Sale, I agree to the terms listed in the "Event Details and Application Process" above. I agree that I am solely responsible for my goods when they are on the premises of the Ravenna-Eckstein Community Center. The Community Center is not responsible for the damage or loss of any goods.

Signature: _____ Date: _____

Please attach 1-3 jpeg images of your work (if no website). Please submit a hard copy to the Ravenna Eckstein Community Center or an electronic copy via email to trevor.gregg@seattle.gov no later than **November 22**. We will contact you by November 15 to let you know whether you have been selected as a participating artist in this year's event. Thank you for your interest!