



Small Business Saturday **ART MARKET**

Richeson School of Art & Gallery invites you to be a vendor at the third year of the Small Business Saturday Art Fair. We are opening up our doors to local artists and artisans to sell their goods to holiday shoppers in our beautiful gallery. Booths will be set up around the gallery for customers to purchase unique gifts directly from the artists who create them! Our goal is to create an eclectic mix of fine art painters, ceramicists, woodworkers, printmakers, etc.

Nov. 26th, 2022

9A - 4P

Booth Spaces & Prices

All spaces are 8' x 5', \$35 per booth

- **Early Bird Special** – Vendors that submit their completed applications before October 15th will receive a \$40 gift certificate to be used at the Richeson School of Art & Gallery Outlet Store. **(Certificates will be issued within 30 days for vendors on site 11/26)**
- Vendor applications are due no later than **October 29th, 2022**.
- Up to 2 booths per vendor are available, for \$35 each.
- The sharing of booths is not permitted.
- Vendors must provide their own tables, chairs and other display items including display shelves and easels.
- Vendors are allowed to bring 6' or 8' tables. Displays must be restricted to the table top and up to 1 side easel or print rack.
- No large display walls will be accepted.
- No display materials/signage may be affixed to Gallery property.

How to Submit to be a Vendor

Complete the online registration OR drop off/mail the below listed items to the gallery (see mailing address below)

Materials needed:

- Completed and signed contract
- 3-5 images of work to be sold
- Booth images helpful, but not required
- Booth fee payment via cash or check (Checks made payable to Richeson School of Art)

Booth Assignments

Booths are assigned on a first-come-first-served basis. A limited amount of spaces will have electrical outlets available. If you require an outlet with extension cords, this must be noted in application. Vendor selection is juried by the gallery director. Booth assignments will be received at check-in on the day of the event.

Set-up/Tear Down

SET-UP will take place **Friday, 11/25** from 5:15P-8:00P and the morning of **Saturday, 11/26** from 7:30A-8:30A. Booth set-up must be completed no later than 8:30A the morning of the event 11/26.

Vendors may pull their vehicle up to the door to unload before parking said vehicle. Limited carts will be available for load in.

TEAR DOWN may begin promptly at 4:00p the day of the event **Saturday 11/26**. Vendors are required to clean up after themselves. Do not leave trash/debris.

Seller Information

Vendor is responsible for sales tax obligations where applicable. Jack Richeson & Co/Richeson School of Art & Gallery is not responsible for any payments or taxes for vendors at this event.

Cancellation

Vendor booth fees are non-refundable. Richeson School of Art & Gallery (RSAG) reserves the right to cancel the event with at least 1 month's notice. In the instance of a cancellation issued by RSAG, all registered vendors will receive a full refund within 30 days of cancellation. RSAG requires a minimum of 15 vendors to run this event or cancellation notice will be issued by 11/1/22.

Parking

Vendor vehicles may be parked on the business side of the Jack Richeson & Co. building (north driveway) for the day of the event.

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Liability & Insurance

Insuring the artwork is your responsibility. Jack Richeson & Co., Inc. and/or Richeson School of Art & Gallery is not responsible for any damage, loss or theft of the artwork. Vendor is responsible for personal injuries to themselves or their staff during the event, set-up and tear down of the event.

Additional Rules

- Booths must be attended to/staffed at all times.
- No smoking is allowed.
- No pets allowed.
- Richeson School of Art & Gallery reserves the right to remove any vendor displaying unacceptable behavior.

Jack Richeson & Co./Richeson School of Art & Gallery reserves the right to utilize images submitted for the event and those taken during the event for promotional purposes pertaining to the 2022 Small Business Saturday Art Fair.

SBS 2022 Vendor Application

INTERACTIVE PDF INSTRUCTIONS

Fill out the form, Save, then print/email the PDF.
Or print and neatly handwrite in your information.

Artist's Name _____

Business Name _____
if applicable

Describe the items
you will be selling

Phone _____

**Works for sale must
be original in
concept and design.**

Email _____

Special Requests

Address _____

Electrical Outlet Required

How many booth spaces? 1 Booth/\$35
 2 Booths/\$70

Upon acceptance of your application we will be sending you a packet with check in information, a map with directions, as well as 2 posters and 5 invitation-sized handouts.

Need extra posters? Quantity

Need extra handouts? Quantity

By signing the contract, you (the vendor) have read and agree to the terms and conditions for the 2022 Small Business Saturday Art Fair at Richeson School of Art & Gallery listed above. The vendor acknowledges the booth payment is non-refundable.

Signature