



# 34th Annual Sparkle Village Holiday Arts & Crafts Show

Friday, November 30, 4-8 pm, Saturday, December 1st, 10am - 4pm  
Harrietstown Town Hall, Saranac Lake

## 2018 VENDOR GUIDELINES

### 1. ALL ITEMS MUST BE ORIGINAL WORKS, IN BOTH DESIGN AND EXECUTION BY THE ARTIST

- Items considered unacceptable include those made from commercially produced kits, or according to commercial patterns, plans or molds. Also, items that incorporate pre-printed or pre-fabricated commercial images, designs or characters are not permitted.
- All NEW artisans must submit 3 photographs of their works with their application.
- Show organizers are the final arbiters of these guidelines.

### 2. EXHIBITOR REGISTRATION

- Due to limited space, we can only offer one booth to each vendor.
- EXHIBITOR FEES (Checks, Money Orders, Credit Cards accepted) Must be submitted by Friday, September 21 with your application.
- There are a limited number of booth spaces available for non-profits to showcase their organization. Each of these organization must provide some sort of raffle, service (like gift wrapping) or opportunity for participation for guests beyond that of asking for donations.

### 3. ELECTRICITY

- Electricity will be available at a limited number of booths
- Maximum power available to any exhibitor is 500 watts.
- Vendors are required to provide their own lights and extension cords.
- Microwaves and ovens cannot be used.

### 4. ALL BOOTHS MUST BE SELF-CONTAINED - Due to Fire Code regulations all booth displays and products need to remain in the designated taped off area.

- We are unable to provide any tables or chairs.
- Booths in the Town Hall Auditorium are 5' x 10'.
- Booths in the lower and upper lobbies of the Town Hall are 4' x 8'

### 5. READY-TO-EAT FOOD ITEMS WILL NOT BE ACCEPTED

- For 2018 we will not be accepting baked goods or ready-to-eat items that are not gift items or packaged.

### 6. SET-UP AND TEAR-DOWN

- Set-up for booths can only begin after 1 p.m. on Friday. Exhibits must stay in place until 8 p.m.
- All booths must be torn down and vacated by 6 p.m. on Saturday.

### 6. USE OF PHOTOS

- By signing up, the attendee grants the Chamber permission to use his/her submitted photos in any and all publications and materials in promotion of the event.

DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ INITIALS \_\_\_\_



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## Exhibitor Registration

Your Name \_\_\_\_\_

Business Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_  
Day Evening

Email address \_\_\_\_\_

## Items to be featured/Description of your merchandise:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a NEW exhibitor? If yes, please remember to send pictures of your items via email to [director@slaeareachamber.org](mailto:director@slaeareachamber.org).

- Yes  
 No

If you are a RETURNING exhibitor... please indicate any specific requests for the show organizers for 2018.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please choose your registration preference: (Please note that spaces with electricity are limited. Please pay the amount due for your 1st choice space. If you have overpaid, that amount will be refunded.)

- Exhibitor Space without electricity (\$90)  
 Exhibitor Space with electricity (\$110) (500 watts maximum per vendor) - Limited space available!  
 Smaller Space open only to nonprofits (\$35)

## EXHIBITOR PAYMENT :

Please pay the amount due for your 1<sup>st</sup> choice space. If you have overpaid, that amount will be refunded. If you have underpaid, we will bill you. **All Payments Must be received by Friday, September 21, 2018**

Amount enclosed (payable to SLACC): \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card: \_\_\_\_\_

MasterCard/Visa/Amex/Disc: # \_\_\_\_\_ Exp. date \_\_\_\_\_  
(Circle one)

Signature: \_\_\_\_\_ CVV Code: \_\_\_\_\_

DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ INITIALS \_\_\_\_\_