

## 2018 Vendor Guidelines for Waterbury Artisans Marketplace

1. **Qualifications:** Works are accepted in the major artisan categories: jewelry; photography, fiber arts; leather; soaps/skin care; pottery; glass; clothing and knitted wear; home goods and accessories; wood; paper crafts; metal; and local gourmet food products. Only the original, hand-made work of the participating exhibitor may be sold. Imports, works made from kits, manufactured articles, wholesale goods; consultants /distributor products are excluded. Also, we are not accepting applications for floral arrangements or displays.
2. **Applications:** Applications must be received by **Friday, July 13, 2018**. Each application form must be complete and accompanied by three to five digital images (JPEG format) of representative examples of the artisan's work to be shown at the Marketplace. One photo must show the artisan's table set-up. Also, close-up photos of your work are preferred. All photos submitted as part of the application process will become the property of the Marketplace and may be used for Marketplace promotion.
3. **Jurying:** Not all applicants are accepted. All applications will be reviewed by a jury. Exhibitors are accepted based upon originality and quality of workmanship, appropriateness of the product for the Marketplace and availability of space within product categories. The jury will also determine the number of vendors for each product category. Once a category is full, additional approved applicants in that category will be placed on a waiting list. Participation in a prior year's show does not guarantee acceptance for the current year's show. **Applicants will be notified by Friday, August 3, 2018** as to whether they have been accepted. Those accepted will receive additional information regarding payment of the space fee and completion of a liability waiver. Vendors will also receive marketing materials to aid in Marketplace promotion.
4. **Payment of table fees/liability waiver:** Once accepted, **vendors must submit a non-refundable table fee of \$100 and sign a liability waiver by Friday, August 24, 2018.** Missing the deadline will result in forfeiture of space and replacement by an artisan on the waiting list. Checks should be sent to: City of Waterbury, Office of the Mayor, 235 Grand Street, Waterbury, CT 06702 Attn: Artisans Marketplace. All checks are non-refundable.
5. **Spaces:** Exhibitor spaces are situated in the historic hallways and large meeting halls of the building. Location of vendors will be determined by Marketplace organizers. Single spaces will accommodate a 6-foot table with room on either side to access the table and standing room behind the table. Vendors must supply their own **6-foot table, chairs** and a **solid-color floor-length cloth material** to cover their table on all four sides. Packing materials must be placed under the cloth so that only the table merchandise is visible to the eye. Any shelving used must stay within the confines of the exhibitor space and be in show quality form. Displays must be appealing and professional. Building walls cannot be used as display areas. Spaces cannot be shared.

Exhibitors may request double spaces, but will be charged at twice the table fee (\$150) if granted. Due to the high level of interest and the finite space, very few requests for double spaces will be granted. The Marketplace organizers will try to utilize odd shaped building spaces that are slightly more generous in square footage to accommodate exhibitors truly in need. We therefore encourage all exhibitors to be creative with their single space, by using vertical display components etc. It is important to keep in mind that double spaces for one vendor reduce the variety and number of exhibitors thereby affecting the shopping experience of customers.

Vendors displaying items not included on their applications will be asked to remove the items from their display. If there are questions or concerns regarding displays or space, vendors should check with the Marketplace representative in advance.

6. **Electricity:** The building is very well-lit and additional lighting is not necessary. Vendors must indicate on their application form whether electrical power is needed for any other reason, as outlets are limited. We will attempt to satisfy electrical requests, when made in the written application, but are limited by the number of outlets in the building. Upon approval of electrical requests, **vendors are responsible for all electrical multi-plugs and cords.**
7. **Sales/Transactions:** Vendors must have their own source of change/ funds and/or ability to make financial transactions.
8. **Vendor Unloading, Set-Up and Break-down:** Table assignments are made before the show with spaces marked by numbers on the floor in the building. Unloading assistance, a limited amount of dollies and help in locating assigned spaces will be provided by Marketplace staff. Unloading and set-up begins at 7:30 a.m. on the Marketplace day. Vendors must move their vehicles to identified parking lots after unloading to ensure arriving vendors can unload near the side entrance (between City Hall and the Library on west side of the building). Vendors must be ready for business at 10:00 a.m. The Marketplace ends promptly at 4:00 p.m.
9. **Security:** General security is provided on site. The Marketplace is not be responsible for any lost, damaged or stolen items.
10. **Questions:** Questions may be directed to [wtbyholidaymarket@gmail.com](mailto:wtbyholidaymarket@gmail.com) or to Meg Luddy at 203-574-6712 or Kathleen McNamara at 203-573-5871.

### **General Information for Waterbury Artisans Marketplace**

**Location and Mail:** Waterbury City Hall, Office of the Mayor, 235 Grand Street, Waterbury, CT 06702  
Attn: Artisans Marketplace

<b>Show Date:</b>	November 17, 2018
<b>Marketplace Hours:</b>	10 a.m.-4:00 p.m.
<b>Set-up:</b>	Starts at 7:30 a.m.
<b>Break-down:</b>	Starts at 4:00 p.m.
<b>Entry Fee upon acceptance:</b>	\$100
<b>Table Size:</b>	6 ft. table, chairs (provided by vendor)
<b>Deadline for application:</b>	July 13, 2018
<b>Notification of acceptance /denial:</b>	August 3, 2018
<b>Entry Fee/Waiver Deadline:</b>	August 24, 2018
<b>Email for questions:</b>	<a href="mailto:wtbyholidaymarket@gmail.com">wtbyholidaymarket@gmail.com</a> (Email is preferred)
<b>City website:</b>	<a href="http://www.waterburyct.org/holidaymarket">www.waterburyct.org/holidaymarket</a>
<b>Facebook:</b>	<a href="https://www.facebook.com/waterburypublicart">https://www.facebook.com/waterburypublicart</a>
<b>Marketplace Contact:</b>	Meg Luddy @ 203-574-6712 or Kathleen McNamara @ 203-573-5871