

**The Women's Building Artisans' Market Friday December 3<sup>rd</sup> & Saturday December 4<sup>th</sup>, 2010**

**Terms and Conditions**

**PLEASE COMPLETE ALL PAGES OF THIS CONTRACT.**

***Stuff you need to know:***

**1)** Tables are assigned on a first come, first served basis. \* We have a limited number of tables available; they will be loaned out on a first come, first served basis. If you wish to request a table, please check here: \_\_\_\_\_.

*[Office use: WB Table available and reserved for this artisan: \_\_\_\_\_ No tables left: \_\_\_\_\_ ]* If you would like to use up to two chairs, please note that here: \_\_\_\_\_. Table covers WILL NOT be provided; please bring your own.

**2)** Please take note of our set up and Market schedule:

**Set-up and Market hours are as follows:**

**Thursday, December 2, 2010 Set-up 6 PM- 8 PM**

**Friday, December 3, 2010 Set-up 2-4 PM**

**Friday, December 3, 2010 Market Hours 5-8 PM**

**Saturday, December 4, 2010 Set-up 8 AM- 9:30 AM**

**Saturday, December 4, 2010 Market hours 10 AM- 4 PM**

**3)** Artisans will be responsible for collecting money and securing their own merchandise at their exhibit.

**4)** Electrical Outlets are not near all possible table areas. If you would like to request to be near an electrical outlet, please check here: \_\_\_\_\_. Requests will be filled in the order they are received. Artisans will be notified by email if their request can be filled or not. Artisan **MUST** supply their own electrical cord.

**5)** Please complete the following information as you would like it to appear on our website and in the Artisans' Market Directory. Leave blank any information you would **not** like to appear on the website or directory.

**WEBSITE AND Artisan's Market DIRECTORY LISTING**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

CRAFT DESCRIPTION: *(up to 80 characters)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6) SILENT AUCTION:** We will be having a **silent auction table** to benefit Arts Programming at The Women's Building so we can hold more arts events like this one. If you would like to donate a piece for the silent auction

(thank you, thank you!), please check here: \_\_\_\_\_. I will donate the following item (can be general, like framed linocut or pair of earrings):\_\_\_\_\_.

The estimated value of my donation is: \_\_\_\_\_. Please bring your silent auction item with you during set-up or drop off in advance. Thank you!

***Stuff we have to tell you to keep the lawyers happy:***

- 1)** Not that we think you are going to cause any damage, but the artisan will be responsible for any damage he/she may cause and will leave their space clean and orderly upon departure.
- 2)** Not that we think anything will happen or that you are litigation happy, but the artisan agrees to release Holding Our Own and The Women's Building from any loss due to fire, theft, breakage or other cause, and all liability for injury during the show.
- 3)** Not that we think you will back out, but: **All accepted applications are non-refundable.** Applications and checks received after we are filled to capacity will be returned to the applicant. Artisans will be notified by email of acceptance and also of table availability.
- 4)** Not that we think you are trying to avoid your IRS obligations, but artisans shall be solely responsible for the reporting and payment of any tax liabilities incurred by Artisans resulting from their sales.
- 5)** Not that we think you want a visit from the fire department, but items cannot be placed in the aisles in front of the tables and all backdrops and screens must conform to your allotted space. All open flames (candles, potpourri warmers, etc.) are prohibited.
- 6)** Not that we think you want to miss out on sales, but all artisans are obligated to stay through the close of the two-day Artisans' Market. No artisan may breakdown their booth before 4 PM on Saturday December 4<sup>th</sup>, 2010 unless prior arrangements have been made with Women'sWork: Arts at The Women's Building.

## The Women's Building Artisans' Market 2010 Contract

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DETAILED CRAFT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participation Fee \$10 \_\_\_\_\_ CHECK # \_\_\_\_\_

### ARTISAN/CRAFTER REFERRAL

Do you know a handmade artisan who might be interested in the Artisans' Market?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address & Website (if applicable): \_\_\_\_\_

\_\_\_\_\_

Craft: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

I have read all of the information provided with this application and have included a check for the appropriate fee made payable to The Women's Building OR I have paid my fee via PayPal. (Check here if you paid online and we will confirm receipt of payment to you, via email: \_\_\_ ) I agree to honor the terms and conditions of the Artisans' Market presented by **Women'sWork: Arts at The Women's Building**.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

[Office use only: Date contract received: \_\_\_\_\_ Date email notice sent of acceptance status: \_\_\_\_\_ ]

You may either fill out and sign contract and send back via postal mail  
(ATTN: Artisan's Market, The Women's Building, 373 Central Ave, Albany, NY 12206) or  
scan SIGNED, completed contract and send back via email to [arts@thewomensbuilding.org](mailto:arts@thewomensbuilding.org).