



2nd Saturdays Artisan Vendor Handbook

March-November

2013

2nd Saturdays FAC “Shop the Artisan Block” Information

The Artisans Must Be the Seller. Forney Arts Council director or appointee must approve all items prior to sale, no exceptions. Artisans must demonstrate the making of all items to be approved for sale either at the Forney Arts Council (FAC) office or FAC director or appointee can schedule a workshop visit. All merchandise displayed and sold must be in good taste and appropriate for an open-air, public market.

To be approved to sell in the Artisan category, the vendor must first meet the following qualifications:

- Artisan must be the approved vendor and must be present on market days as the seller.
- The handcrafted component must dominate the commercial component. The commercial component must be transformed in a way that makes the work original and unique.
- Handmade clothing must list fabric content and care instructions.
- Handmade jewelry must list all metals used in the creation of the product.

Items not allowed for sale in this category:

- Anything you did not make or alter yourself.
- Anything you are selling on consignment or have purchased wholesale.
- Anything commercially produced, assembled from commercial parts, plans and/or kits.

Fees:

- If accepted there is a \$30 space fee for members/ \$50 for Non Members.
- All fees must be paid prior to on the morning of the date you are at the market. No exceptions.

Application Process:

- Vendors will be required to submit 3 photographs, showing different angles, of the items they intend to sell.
- These photographs will not be returned and may be used for advertising or marketing purposes if vendor is accepted.
- In order to be considered the vendor must fill out the entire application.
- Electronic application accepted.

Setting Up:

- Vendors will be supplied a 5x8 space on the east side, then west side of South Bois d'Arc between Trinity & Main. Overflow will then go down Trinity.
- Division between you and the vendor next to you will be your responsibility. You will be allowed to use tables, soft walls, pegboards or grid walls.
- No tents will be provided. If you have a tent, you may bring it to set-up in your space. Your tent must be properly weighted down. All structures will be inspected by the FAC director or appointee.
- No electricity will be provided.
- Vendors will not be allowed to set up prior to 7:45 a.m. or exit before 5:00 p.m.
- You must be set up and ready to sell 30 minutes prior to 2nd Saturdays opening and may not tear down early for any reason.

- Any decision to alter this time frame will be made by the FAC director or appointee on a case by case basis.
- Set up will be the morning of the 2nd Saturday Sale and tear down will be the evening of. We estimate 1 and one half hours for set-up and 1 hour for tear down.

Frequently Asked Questions

- **What is FAC *Shop the Artisan Block*?**

The FAC Artisan Block provides a marketplace for an exclusive segment of specially skilled and artistic merchants. The Handcrafter Markets are a quality Handcrafter Marketplace for today's talented and inventive creators, designers, and artists who are interested in exhibiting and selling their quality merchandise to the public.

- **How are the FAC *Shop the Artisan Block* Exhibitors chosen?**

A complete application including product photographs are required for acceptance in the FAC *Shop the Artisan Block* market. All merchandise that will be displayed in your booth must be included. Criteria for acceptance include originality, quality, imagination, and design. Management reserves the right to accept products or companies that add variety and interest as well as compliment other vendors. Acceptance to the FAC *Shop the Artisan Block* is at the discretion of the FAC Administrator or appointee.

- **Once Chosen how are FAC Artisans placed?**

Placement of vendors will be based on two criteria; preference will be given to crafters that sign a full season contract and also by product mix.

- **How are FAC *Shop the Artisan Block* contracts accepted?**

Acceptance is based on availability and category as well as many other factors including but not limited to: Overall quality and professionalism of product/display, account standing, and the date the contract is received.

- **How many available exhibitor spaces are in each FAC Handcrafter Market?**

The maximum Handcrafter Market size is 25 exhibitors; the minimum is 5 exhibitors.

- **What if it rains?**

The FAC Handcrafter Market is rain or shine.

- **What is the space/booth fee?**

The smallest booth space we offer is a 5x8. The fee is \$50 for Non Members and \$30 for Members.

- **When are booth fees due?**

Booth fees are due prior to the morning of the date you attend the market. Payments may be made by check, cashier's check, cash or credit card. No refunds are available after fees are paid. Any extenuating circumstances must be discussed with the FAC Administrator or representative.

- **What if you are placed on the waiting list?**

If *Shop the Artisan Block* is sold out of space in your category when your contract is processed, and you are accepted otherwise, you will be placed on the waiting list. If there are cancellations, we may contact you and at that time you will be under no obligation to accept at that time. Because we do not know when cancellations will occur, this might be 4 months prior to a Shop the Artisan Block market, or 2 weeks out - but again, this is the vendor's choice whether or not to participate.

- **What is necessary to add new items to the booth?**

We understand that goods are always changing. Changes and additions within your accepted lines are encouraged. However, FAC Management must be notified 1 week prior to event before any new type of items can be sold in your booth at the Shop the Artisan Market. New products will not be accepted without prior approval. It will be necessary to send in pictures of the new items with a full description including what percentage of your booth the new merchandise will occupy. Any unapproved or unacceptable items are subject to removal by Management.

- **What are the booth requirements?**

Booth Space: Vendors are required to stay within their assigned 5x8 space. You should physically and visually separate your booth from the booths beside yours.

Booth Sign: A booth sign large enough to be seen and bearing your name adjacent to is required. It must be attractive, professional looking and compliment your booth.

Tables & Chairs: Tables and chairs must be provided by the vendor. They must fit within your assigned 5x8 space and be of sound construction. Any equipment deemed unsafe by the FAC Administrator or appointee will be removed by vendor.

Appearance: Your booth must be neat and orderly at all times. All back stock, boxes, and personal items should be kept out of sight. Remember, it is a proven fact that a quality booth and quality products in a quality Handcrafter Market result in more money in your pocket!

Promptness: Your booth is expected to be completely ready at the *Shop the Artisan Block* opening and you are expected to be in your booth at least 30 minutes before the market opens at which time FAC management will conduct a walk-through. Any vendors coming in after the set up period must hand-carry their items to their assigned space. No exceptions.

- **How is electricity handled at FAC Handcrafter Markets?**

At this time there is no electricity available at the FAC Handcrafter Markets.

- **What are *Shop the Artisan Block* hours?**

Saturday 9:00 am –5:00 pm

- **What are Set-up hours?**

Saturday 7:45 am – 8:45 am

- **What are Tear-down hours?**

Saturday 5:00 pm – 6:00 pm

- **How to contact us?**

Forney Art Council

P.O. Box 771

Forney, Texas 75126

Phone number: 972-388-6181

Fax number:

E-mail: artscenter@forneyarts.org

Website address: www.forneyarts.org

- **Questions may be directed to the following:**

Courtney Easter

Office: 972-388-6181

Cell: 469-595-1659

E-mail: artscenter@forneyarts.org

2013 FAC "Shop the Artisan Block" Application

Vendors Name: _____

Name of Business: _____

Address: _____

Would you like your phone # given out? _____

Phone Number: _____

Cell Phone: _____

E-Mail Address: _____

Web Site Address: _____

Address and detailed directions to your workshop: _____

Employee's Names: _____

Please list all items you intend to sell.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Payment Information: (Placement preference will be given to Full Season Crafters)

___ \$30 (FAC Member) per 5x8 space per day Date of Market: _____

___ \$50 (non FAC Member) per 5x8 space per day Date of Market: _____

___ Check # ___ Cash ___ Money Order ___ Charge (MasterCard/Visa)

Once/If you are accepted you will be asked to:

- Provide 3 photographs showing a sample of items you will be selling.
- Photographs will not be returned and may be used for advertising or marketing purposes.

Vendor's signature on this document verifies that the vendor has carefully read, understands, and agrees to all provisions in the 2012 Crafter Handbook. No guarantee of exclusivity of products are made or implied.

Signature: _____ Date: _____