

**The Children's House, An Independent Montessori School**  
**Holiday Art Market Vendor Application & Information**  
**Friday, November 6th, 2:00 - 7:00 pm & Saturday, November 7th, 10:00 am - 4:00 pm**

Fine arts and crafts with holiday flair distinguish this event, held indoors at The Barn (our indoor community center). To round out this festive shopping opportunity, we will offer refreshments, holiday decor, gift-wrapping and a universal checkout system, complete with MasterCard/ Visa/ Discover capabilities and packaging.

**Information**

Location - 5363 North Long Lake Road, Traverse City, MI 49684

Media - Fine arts and crafts in all media. Emphasis will be on handcrafted gift items.

Eligibility -The Holiday Art Market is open to all craftspeople exhibiting work of original creation and execution. We pride ourselves on securing exhibitors who provide unique handcrafted and collectible items: no kits, molded items, unfinished wood cutouts, manufactured or commercially formed items or imports (exemptions reviewed on an individual basis). All entries will be reviewed by the Art Market committee to determine appropriateness and merit.

Fees - Booth fee of \$50 includes marketing and promotion, plus a 10' x 10' booth complete with skirted 6' table. The fee is nonrefundable after acceptance (refundable in cases of non-acceptance.) In addition, 20% of all sales at the event will benefit The Children's House. Exhibitors will collect a check and tax-deductible donation receipt after Saturday's closing.

Sales - Artists retain 80% of all proceeds from sales, and are responsible for reporting income.

Installation & Display - With the exception of a 6' skirted table, participants are responsible for providing their own display materials, which must be freestanding. Booth spaces measure approximately 10' x 10'. Displays must fit into the space without infringing on neighboring spaces. One exhibitor per space. Setup start time is 11a.m. on Friday and 8:30 am on Saturday. Participants must exhibit on both days, and displays must be up by 1:45 p.m. on Friday and 9:45 a.m. on Saturday. All vehicles must be moved immediately after unloading. Displays may be left overnight, the hall will be locked but there will be no other overnight security.

Application Deadline - Monday, October 12th, 2009. (Please call to check for space availability after the deadline).

Notification of acceptance - Thursday, October 15th, 2009.

Contact – Lynda Starkel at 231-392-2010 or [lynda@traversechildrenshouse.org](mailto:lynda@traversechildrenshouse.org) for more information.

**Application**

Application Procedure

1. Complete the form below and attach two to four photos (digital ok) or slides of the work that you will be exhibiting. Please label all photos with your name and type of work that is shown.
2. Enclose a \$50 check, made payable to "The Children's House".
3. Include a business size, self-addressed stamped envelope for return of photos and notification of acceptance status.
4. Mail all information to: Holiday Art Market, c/o Lynda Starkel, The Children's House, 5363 North Long Lake Road, Traverse City, MI 49684

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Exhibitor's Name

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Street

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City

State

Zip

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E-mail

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Home Phone

Cell

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Best way to contact (i.e., email, cell phone, etc.)

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Tax ID or Social Security #

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Media/ Craft (please describe):

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I will require the 6' skirted table:     Yes     No

I will require an electrical hookup:     Yes     No

I would like to donate an item to the raffle at the Holiday Art Market:     Yes     No

I do not hold the Montessori Children's House, its officers or agents responsible for accidental loss or damage of any kind. I have read, understood and agree to observe all rules listed above.

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Signature

Date

Return this form and photos, along with a check for \$50 made out to "The Children's House" by Monday, October 12th, 2009 to: Holiday Art Market, c/o Lynda Starkel, The Children's House, 5363 North Long Lake Road, Traverse City, MI 49684

Thank you and we look forward to working with you!