

# Pacific Arts Holiday Market 2009

## Vendor Application

Business Name	Email address
Contact Name	Phone number
Mailing address	Website

PAHM vendor websites will be linked from PacificArtsHolidayMarket.com

Which category best describes your product? If more than one category, **please indicate the percentage (%)** of each you intend to display/sell. All vendors, returning and new, will need to jury this year. Please submit no more than four photos of your work, including one with booth display, and represent within that submission your price range.  
If submitting by email, no files larger than 20MB please.

Jewelry	<input type="checkbox"/>	Fiber Arts: clothing	<input type="checkbox"/>	Leather	<input type="checkbox"/>
Pottery	<input type="checkbox"/>	Fiber Arts: hats/scarves/gloves	<input type="checkbox"/>	3D Art	<input type="checkbox"/>
Woodwork	<input type="checkbox"/>	Fiber Arts: other accessories	<input type="checkbox"/>	Food: Prepared	<input type="checkbox"/>
Bath/Bodycare	<input type="checkbox"/>	2D Art: Painting, etc.	<input type="checkbox"/>	Food: Packaged	<input type="checkbox"/>
Book Arts/Paper	<input type="checkbox"/>	2D Art: Photography	<input type="checkbox"/>	Mixed Media	<input type="checkbox"/>
Misc. (in detail)	<input type="checkbox"/>				

Any special requirements?	Electricity?	<input type="checkbox"/>	Wall space?	<input type="checkbox"/>	None	<input type="checkbox"/>
	Other (details):	<input type="checkbox"/>				
Do you need to be nearby another vendor?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
Who?	<input type="checkbox"/>					
Do you need a double booth? Payment is double for double booth.	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
Do you want a corner booth (see corner fee below)?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
Would you like some handbills for distribution mailed to you?	No	<input type="checkbox"/>	How many?	<input type="checkbox"/>		

An email flyer will also be sent to you, and will be made available on the website.

**There will be an entry fee of \$10 due with each application submitted.**  
**Booth fee is due at the time of application submission. If you are not accepted to vend at the market, your booth fee will be returned to you. You will be notified when your submission is received.**

<b>DATES:</b>	<b>BOOTH FEE:</b>	<b>LOCATION:</b>	<b>FESTIVAL HOURS:</b>
Dec. 11-13 and 18-20	\$190	TBA Downtown Bellingham	Friday-Sunday 10am-6pm

**\$50 additional for a corner booth**

**This year there is a firm deadline so as to better organize vendor layout. You're encouraged to send in your application sooner than the deadline – as soon as possible if you're new to PAHM.**

Enter your name and the date below to signify that you have read and agree to the PAHM terms listed on this application.

Name/Signature:

Date:

Pacific Arts Holiday Market terms and conditions

*There are some exciting changes coming this year!*

**The management** model has changed for 2009. Charlotte Sather, the market manager from recent years, will be joined by several people in managing this year's market. A committee style management team will improve the market by bring fresh ideas and energy to the show, as well as spreading the workload.  
Vendor contact will be handled by Jamie Bichler and Erin Boyd.

**Location** This year's festival will be located in downtown Bellingham - exact location TBA.

**Set up** will be Dec. 10th 12pm-7pm and Friday Dec. 11<sup>th</sup> 8am-9:30am.  
Take down will be Sunday night, Dec. 20, right after closing.

**Jurying** In an effort to maintain the best mix of product and variety, all product categories will be capped at a percentage of the overall vendor total. Please submit no more than four photos of your work, including one with booth display.

**Ticket books** will be used this year to help simplify and clarify the sales and commission process. You will be provided with official Pacific Arts ticket books at the beginning of the show, and you must track all sales by this method. Return these books with commission at the end of each weekend. You'll receive the books back after the show is finished.

**PAHM coupons and gift certificates** are to be honored by all PAHM vendors -- you will be reimbursed for the full value of these.

**Attending your** booth is mandatory at PAHM. You are responsible for keeping your booth staffed at all times during our open hours (a short bathroom or food break is fine). Unattended booths will be charged a \$50 fee. Many vendors have requested booth placement adjacent to a friendly vendor in order to divide and share the staffing responsibility. I encourage you to try this option if you know another applicant.

**Commision** There will be a **15% commission** on each vendor's sales. We are capping the commission at \$850 per weekend this year. Whether you make \$850 or \$1200, you will only owe commission on \$850. Commission will be collected at the close of the market each Sunday. This is to cover rent, event insurance, and also advertising expenses.

**Booth dimensions** will be approximately 8' by 8'. You may also request 1.5 boothes, which would be 12' across the front and 8' deep. You will be notified if dimension adjustment is necessary to accommodate our location. Please indicate on your application if your set-up requires an exact measurement.

**Application processing** To ensure that your application is processed quickly, include entry fee payment with your application. Feel free to include any thoughts you have on creating a festive environment at the Market and at your booth.

**Thanks for your interest in the Pacific Arts Holiday Market.** This craft festival's success is largely dependent upon the willingness of our vendors to volunteer their help towards decorating, posting flyers, and helping to tear down and clean up after the show is done. Any help you can provide would be much appreciated. Any questions can be addressed to Jamie Bichler or Erin Boyd at [info@PacificArtsHolidayMarket.com](mailto:info@PacificArtsHolidayMarket.com).  
Email applications to [info@PacificArtsHolidayMarket.com](mailto:info@PacificArtsHolidayMarket.com) or mail to Pacific Arts Holiday Market, PO Box 251, Bellingham, Wa 98227-0251. Keep up to date by visiting [PacificArtsHolidayMarket.com](http://PacificArtsHolidayMarket.com)

**Timeline:** September 14th Applications, booth fee, and entry fee due  
September 25th Vendor notification (email)

Pacific Arts Holiday Market application checklist

- Completed, signed, and dated application
- Check for entry fee of \$10
- Check for booth fee and corner fee, if applicable
- Four photos for jurying, including booth picture

**Checks payable to Pacific Arts Holiday Market**