



**Allegany
Arts Council**
A COMMUNITY ALIVE WITH THE ARTS!

2022 Holiday Market Artisan Village Artist/Vendor Agreement

This agreement is for the display and sales of products and/or artwork to occur in the Allegany Art's Council's 2022 Artist Holiday Market, located at 9 N. Centre Street, Cumberland, MD 21502, between the dates of **November 25 and December 31, 2022**. Each vendor must complete a Vendor Agreement and should review the terms of participation fully.

Vendor Name: _____

E-mail: _____

Phone: _____

Address: _____

Are you a member of the Allegany Arts Council in good standing? Yes No

I am paying by: Cash Check

Key Dates

The below dates are important, so please make note of them for future reference:

Friday, November 11 - All holiday market items must be received by the Allegany Arts Council, in addition to the artist inventory template.

Friday, November 25 - Holiday Market opens

Saturday, December 10 - Holiday Market Open House

Saturday, December 31 - Last day of Holiday Market

Saturday, January 7 - All items not sold must be collected

Information about Holiday Market Items

The majority of our customers are looking for gifts, small works and hand-crafted items. In the past, items such as note cards, ornaments, seasonal decor, personal care items, jewelry, journals and fiber items have sold well. **Unless otherwise notified, a limit of 15 items per artist will be accepted.**

Registration Fees

Members and non-members of the Allegany Arts Council are invited to participate in the Holiday Market. **Registration is \$10.00 per participating artist.** The Arts Council will provide staff for the market, marketing support, signage, merchandising and programming to encourage sales.

Commission

The gallery charges a commission split based upon the participant's membership status:

Members: Receive 70% of all sales

Non-Members: Receive 60% of all sales

Uncertain if you are a member in good standing? Contact us at 301.777.2787.

Inventory Template and Labels

As a participating artist, you will be provided with an Excel-based inventory template which must be completed in full and returned by the November 11 deadline. Handwritten lists of items will not be accepted.

Inventories should be sent to Deb Litman, Assistant Director, at dlitman@alleganyarts.org. Should you require technical assistance, please plan ahead - our team will gladly arrange a time to meet with you in advance. Participating artists should consider the commission split when determining prices.

All participating artists should label each individual item with a label. Labels should include the following information:

- Artist Name (Last name, first initial)
- Price

This information is critical to support proper tracking of sales.

Payment

All commission payments will be made within 30 days of the conclusion of the Holiday Market. Any artist receiving more than \$600 in sales must complete a W-9.

Vendor/Artist

Allegany Arts Council

Signature

Signature

Julie Westendorff, Executive Director