

Artisan Holiday MARKET

EXHIBITOR GUIDELINES

Saturday, November 12 | 9:00 am – 3:00 pm
Location – OPC Gymnasium

- Registration for members and non-members Aug. 1 - Oct. 28.
- **\$65 Entry Fee** includes one 8 ft. table and two chairs. Raffle prize donation is optional. Please indicate on registration form.
- **ALL** artists will be located in **OPC GYM or IN GYM HALLWAY.**
- **YOU** provide your own table covering.
- Table locations issued by registration date and need to vary vendor merchandise.
- Participants may rent more than one table space or share a space (maximum of 2 artists per 8 ft. table).
- Complete and return Registration Form ASAP. Vendor names will appear on table cards, name tags and vendor list exactly as indicated on your registration card. **Fill out registration card completely and legibly.**
- All art work & display accessories must fit on tables provided or the space **directly behind** table (approx. 3-4 feet). If more space is needed, you can rent more than one table space. No displays blocking aisle ways. Participants must provide their own display accessories, easels, grids, etc. All grids must be **free-standing**. We cannot guarantee a wall.
- Set up Friday evening 4 - 7:00 pm (do not arrive earlier) OR Saturday morning 7 - 8:30 am. Indicate choice on registration card. Choose evening set up if you need assistance. Gym will be locked at 7 pm Friday evening to secure your merchandise.
- Unload at doors marked Vendor Entrance on lower level. Carts available for Saturday morning set up but no assistance. On Saturday, all vendors park vehicles in lower lot to save space on main level for customer parking.
- Participants responsible for set-up & dismantling their own displays.
- **Participants must remain until sale closes at 3:00 pm.** You may NOT dismantle your display(s) before this time - NO EXCEPTIONS.
- **All items must be handcrafted by the seller.** No wholesale merchandise allowed.
- **ADVERTISING THIS EVENT IS A SHARED RESPONSIBILITY – Record your email legibly on registration card to receive digital flyers and to help us connect with you.** OPC will post one to two local classified ads, notices in OPC Newsletter, Constant Contact and postings on OPC Website and Facebook pages.
- **OPC is not responsible for the loss of any merchandise.** If you leave your space, arrange for your own replacement. We do not provide volunteers to assist at your tables. Vendors are responsible for their own money and change.
- **Morning** snack, coffee, tea and water provided for exhibitors. No food concessions available. Bring your own lunch.
- **No refunds after Oct. 28.** If you cancel after this date, consider your participation fee a donation to the Enrichment and Art Department.
- Please refrain from wearing cologne, perfume and scented lotions due to allergy issues.

HAVE FUN & MAKE LOTS OF MONEY!

Paula Bedsole

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