

Red Rabbit Holiday Arts & Craft Market

Information and Rules

Saturday December 4, 2010

9:00 am – 5 pm

Glendale Civic Auditorium, CA

General Information:

Set in the beautiful Glendale Civic Auditorium in Glendale, this Holiday Arts & Craft Market will feature 50+ Southern California Artists and Craftspeople as well as local community organizations. Media sought includes works in glass, jewelry, clothing, fiber arts, painting, prints, ceramics, mixed media, upcycled art and more. Included will be plenty of free to low-cost craft activities for all ages and free goody bags to the first 50 attendees!

Admission to the craft show is free. Parking is \$6. Indoor event open rain or shine.

Location:

Glendale Civic Auditorium
1401 North Verdugo Road
Glendale, CA 91208-3225

NOTE: ALL WORK MUST BE CREATED BY THE EXHIBITING ARTIST/VENDOR. Red Rabbit Workshop's focus is on handmade, original art and craft. No manufactured, imported or mass produced items for resale will be accepted.

Application & Review Process

Acceptance into the Red Rabbit Workshop is based on the quality of your images and your work. If necessary, we may require additional explanation or images of your work. Our goal is to present a range of distinctive pieces throughout the show.

We encourage you to submit quality images if you would like to be considered for our postcard, press releases or website.

Submit the following to info@redrabbitworkshop.com no later than **11/8/10**.

- 2-3 digital images, at least 350 dpi (approximately 2" x 2")
- Postal mail two-page **Application** with **Check** (you may mail a CD of images)
- Print photographs are not accepted
- Show is filled first-come, first-served
- Jewelry is a limited category and fills quickly

Application Deadline:

Monday, November 8, 2010

Deadline is required to submit a list of vendors to the City of Glendale in advance. Incomplete applications will not be accepted or processed.

www.RedRabbitWorkshop.com

Terms:

1. There are two types of vendor spaces:
 - **\$75** = space with an 8' x 2 ½' table & 2 chairs
(if you need more room we suggest the 10'x 10' space)
 - **\$100** = 10'x 10' space with one 8' x 2 ½' table & 2 chairs
(there are a limited amount of these spaces available)

Shared tables = \$15 fee. Sharing vendor must submit an application, photos and obtain a California Seller's Permit.

 - Submit a check payable to **Flores Tanis Studio** and include with your application. Checks will be held until you have been accepted into the show and will be returned to applicants not accepted.
2. Vendor spaces will be assigned by the show committee.
3. A **10% commission** of your total gross sales will be collected at the end of the show. Commission payable to Flores Tanis Studio. This is on the honor system.
4. You must have a California Seller's Permit. You can download an application form at: <http://www.boe.ca.gov/info/reg.htm> Each vendor is responsible for reporting and paying their own sales tax to the State Board of Equalization.
5. Each vendor must submit a copy of your permit before the show and may be done once you have been notified of acceptance into the show.
6. Flores Tanis Studio will obtain a special business license / bond with the City of Glendale to cover all participants.
7. Electricity is available. Please indicate on your application if you will require it.
8. The City of Glendale has a \$6.00 fee for parking in the adjacent parking structure and each vendor is responsible for paying for their own parking.
9. Each vendor is to handle his/her own sales & cash. We do not have a central cashier.

Set-up:

Vendors supply their own displays. Set-up begins at 7:30 a.m. on Saturday morning and must be completed no later than 9:00 a.m. sharp.

Bring a table covering as tablecloths are not provided.

Breakdown is NOT permitted until 5 pm. All vendors must complete break down by 6 pm as we only have the facility until then so please plan accordingly. We are very adamant about this – **early breakdown is not permitted**. Leaving early upsets the neighboring vendors and just looks bad.

www.RedRabbitWorkshop.com

PR: **Red Rabbit Workshop is about teamwork and helping each other succeed while having fun.** We want you to do well not just during the show but afterwards too! So we need **everyone** to step up and participate in one of the following ways:

- 1) You can donate 50 little goodies (we'll give you ideas later) for the goody bags,
OR
- 2) You can lead a short ½ hour hands-on workshop or craft project for 8 – 10 visitors. The craft does not have to be in your medium of expertise. We can reimburse you up to \$10 for materials so be creative and think of an inexpensive but fun project!

We also make swatch books of vendors' business cards which we include in the goody bags. These really are cute and another great way to publicize your business. If you'd like to be included in the swatch books we need 100 business cards. And we have low-cost card ideas for you, too. (If your goodie is small enough to be attached to a business card we can actually include that in the swatch book if you like.)

Postcards will be produced and sent to each vendor around November 1st. Please help promote the show by mailing these to your friends and customers and by dropping them off at local venues. Every bit of promoting helps!

Do you have a website, Twitter, Facebook or Etsy page? The best form of PR is you! Use your social media to promote your show. Add a www.RedRabbitWorkshop.com link to your sites and emails. Send an eblast or email to clients, friends, and family.

Send us a short 150-word bio about you and your craft for press releases. Something that tells readers quickly who you are, what you do, how you got there or why you do it. Something like: *"Having grown up on a farm, Betty Smith is a skilled artist with a flair for color," "I am a stay at home mom with three toddlers and live in Pasadena. In my spare time. I love working with vintage textiles," "My full time job is teaching math and I love to work in ceramics because I love the squish."*

Important Dates:

Monday November 8 - Application, check and images due

Friday November 19 - Goodies & business cards due

Saturday November 20 - Last day to cancel for refund less \$25 non-refundable fee

Saturday December 4 - Holiday Show! Open 9 a.m. – 5 p.m

Cancellation Policy:

Full refund less \$25 administrative fee will be given if vendor cancels by November 20, 2010. Absolutely NO REFUNDS after November 20, 2010.

Liability: City of Glendale or Carmen Flores Tanis shall not be held liable for any losses, damaged merchandise or injury. Each vendor will assume full liability.

www.RedRabbitWorkshop.com

VENDOR APPLICATION

Red Rabbit Holiday Arts & Craft Market - December 4, 2010

I have read the Red Rabbit Workshop contract and agree to the terms and conditions.

Signature _____ Date _____

Name (please print) _____

Company name (if applicable): _____

Mailing address: _____

E-mail: _____

Phone Number: _____

The following will help us to promote you and the show:

What is your craft / art media? _____

Do you have any of the following?

Website? _____

Blog: _____

Etsy Shop? _____ Any Etsy Street Teams? _____

Twitter? _____ Facebook? _____

Brief 150 word bio about yourself (attach separate sheet if necessary):

Indicate your preference:

_____ I will be donating 50 little goodies for the goody bags

_____ I want to teach a workshop. (We'll contact you later to discuss and schedule).

Continued

VENDOR APPLICATION

Space requested:

Regular space with table & 2 chairs _____ @ \$75 each = \$ _____

Large 10' x 10' space with table & 2 chairs _____ @ \$100 each = \$ _____

Shared table fee _____ @ \$15 each = \$ _____

Total = \$ _____

Any special requests or notes? _____

Please mail a check payable Flores Tanis Studio, your application and any other materials to:

**Flores Tanis Studio
P.O. Box 4853
Glendale, CA 91222-0853**

*Absolutely NO REFUNDS after November 20, 2010

Make sure you complete this checklist. Incomplete applications will not be processed.

- Application completed (2 pages)
- Photos emailed to info@redrabbitworkshop.com
- Check payable to Flores Tanis Studio
- Copy of Seller's Permit sent (this may be submitted once accepted into show)

- Are you donating items for the goody bag or teaching a craft project?
- Be planning to send in 100 business cards if you'd like to be part of the swatch books.

Thank you for joining us and we look forward to meeting you!

Questions? Contact me, Carmen at info@redrabbitworkshop.com or (818) 243-7326

www.RedRabbitWorkshop.com

###
