



## VENDOR INFORMATION & GUIDELINES

The Art Center of Corpus Christi  
Holiday Artisan Market  
Wednesday's November 29,  
December 6, 13, 20 5pm – 8pm

\*The Art Center of Corpus Christi will be referred to in this document as ACCC

Questions can be sent to [artisanmarket@artcentercc.org](mailto:artisanmarket@artcentercc.org) or call Artisan Market 361.884.6406 ext 206.

*Application Deadline:* Must receive application for review on the Thursday before the ACCC Artisan Market. Please only apply if you intend on being at the market once you are approved. **FOR HOLIDAY MARKET VENDORS PLEASE NOTE THAT THE DEADLINE TO APPLY IS NOVEMBER 20<sup>th</sup>. Payment must be received by NOVEMBER 25<sup>th</sup> to secure a spot.**

*Acceptable Media:* All work must be original and personally made by hand by the artist/exhibitor. Affiliated Groups may call to discuss having a booth at the Artisan Market. The artist must be present during the entire time the ACCC Artisan Market is open. We will NOT accept mass produced, wholesale items, direct sales, imported items, drug paraphernalia etc.

*Set-up:* Set up is on Wednesday beginning at 3pm. You may unload near the gates at the courtyard and move your vehicle prior to setting up to the parking lot across Coopers Alley Street (Waters Edge Park) DO NOT park in the Art Center parking lots. All vendors must be set-up by 5pm. **IF YOU ARE NOT SET-UP BY 5PM YOU WILL NOT BE ALLOWED TO SET-UP AS TO NOT DISRUPT THE MARKET.**

*Tear Down:* Do not begin your tear down before 8pm. If you are vending inside our gallery you must be out of the Art Center by 8:30pm prompt.

*Images of your work:* We need at least 3 images that best represent your work. Keep in mind that one of these images will be used to promote on the event. If possible, also include a photo of recent booth set-up. It is important to either have a website or social media dedicated to your art for sharing and promoting.

*Website/Instagram/Facebook:* It is encouraged and highly recommended that you have a platform that shows your work whether it be a website, Facebook or Instagram as this will be taken into consideration during the juried process. We promote the market and the artisan vendors on our Instagram and Facebook social media platforms, and we like to be able to tag and mention them.

*Approval Selection:* All potential vendors must complete the application. You will be notified via email if you have been approved as a ACCC Artisan Market vendor.

*Booth appearance:* We require a **pop-up tent** for all ACCC Artisan Market vendors that will be participating outside. Make sure the name of your business is prominent whether it is a sign, banner, printed tablecloth etc. Please make sure your tables are covered with a tablecloth. The more appealing your booth appeals with your art displayed the more customers you will get! We will be assigning booth areas and you will be notified if you will be inside or outside by November 28<sup>th</sup>. All Vendors (Inside and Outside) will need to bring your own tables and chairs. If you get assigned inside the Art Center please note that YOU MUST BE ABLE TO TEAR DOWN AND BE OUT BY 8:30PM.

*Vendor Fees, Booth Information, Cancellation Policy:* Monthly (4 consecutive Wednesday's): \$80.00 (FOR THE HOLIDAY MARKET YOU MUST COMMIT TO THE FULL MONTH)

*Concerns:* If you have any concerns the evening of the event you may address them to the Market Manager on-site. Otherwise, please email [artisanmarket@artcentercc.org](mailto:artisanmarket@artcentercc.org) for review.

*Release:* I hereby release the Art Center of Corpus Christi and all its members from any responsibility for any injuries to me or my employees and for any loss or damage to personal property while participating in the Artisan Market.