



VENDOR INFORMATION & GUIDELINES

The Art Center of Corpus Christi

Holiday Artisan Market

Wednesday's December 1,8,15,22 - 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 or call Artisan Market 361.884.6406 ext 201.

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 16th. Payment must be received by NOVEMBER 19th to secure a spot.**

Mediums: Ceramics; Photography; Sculpture; Wood; Stone; Fiber, Mixed Media, Jewelry, Metal, Watercolor, Oils, Acrylic, Printmaking, Fiber, Up-Cycled/Repurposed Art. Please call to discuss what you would like to sell that does not fall under these mediums.

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. **WE WILL NOT BE ACCEPTING ANY FURTHER APPLICATIONS FOR BATH, BEAUTY, CANDLES AND VINTAGE/RE-SALE. CURRENTLY, WE ARE AT CAPACITY WITH JEWELRY BUT WE WILL CONSIDER PLACING APPROVED VENDORS ON A WAITLIST. FOR THE HOLIDAY MARKET WE WILL BE ACCEPTING APPLICATIONS FOR THE AFOREMENTIONED.**

Set-up: Set up is on Wednesday beginning at 2pm. 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 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.

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. We will send you a payment link once you are approved and we must receive payment by the Friday before the market event. **You are approved for the medium submitted. Please do not sell items that are beyond the scope of what you were approved for as you will be notified to remove the items. The Artisan Market committee will have to pre-approve new art items. HOLIDAY MARKET: as mentioned above THE DEADLINE TO APPLY IS NOVEMBER 16th. Payment must be received by NOVEMBER 19th to secure a spot.**

Booth appearance: We require a **pop-up tent** for all ACCC Artisan Market vendors that will be participating outside. If you are assigned under an eave in the courtyard then a tent is not required. 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!

Vendor Fees, Booth Information, Cancellation Policy: Monthly (4 consecutive Wednesday's): \$70.00 Weekly: \$20.00. Vendors are allowed a 10' x 10' space for their set-up (**OUTDOORS ONLY**). You must bring your own table(s) and chairs. Weekly spaces are available on a first come first serve basis. Monthly fees are not refunded (unless there is imminent situations or inclement weather, and the artisan market has contacted you we will offer a credit). Booth assignment will be facilitated by the Market Manager on-site. **HOLIDAY MARKET booth assignment INSIDE THE ART CENTER WILL BE MANAGED BY THE ARTISAN COMMITTEE ON A FIRST COME, FIRST SERVE BASIS WE ARE ABLE TO PROVIDE ONE 8ft table and chair (your space available indoors will be close to an 8x8ft space.. Please note that if approved it is only for the Holiday Artisan Market. If you would like to us to review your application for our regular Artisan Market please let us know so we can bring your application up for review with our committee.**

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 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.

***ACCC Artisan Market coordinator reserves the right to refuse exhibition of work that is not consistent with the submitted images. Failure to comply will result in immediate removal from the market with no refund.**