



The Parkside Community Association (PCA) is proud to announce the Parkside Holiday Market. This year the market will take on Saturday, December 9th at Nichols School and will feature high quality artisans and local companies. The event is free and open to the public.

### **Vendor Application and Fee Details**

- Applying to be a vendor is FREE. The exhibitor fee for this year's show is \$75. If you are a food or beverage vendor, we have flexible rates that can be a flat fee or a % of your sales made at each event date. If interested, apply and reach out to us directly to discuss this.
- Vendors must have a NYS sales tax identification number.
- Applications will be accepted from Nov. 5<sup>th</sup> to Nov. 22<sup>nd</sup> with final decisions by the committee of judges sending notifications to vendors by email on Thursday, November 23<sup>rd</sup>.
- This will be a public event that will be aggressively and strategically publicized through a variety of media outlets by the event committee. Vendor fees will help cover the venues space and set-up fees and marketing expenses for promoting the event, so it can remain free to the public.
- There will be a committee of judges who will vet vendor applicants with preference given to artisans who are residents of the Parkside neighborhood. All applicants will have to sell original works of art and handmade goods.

## **Show Setup, Layout and Breakdown Details**

The event will be indoors. Vendor spaces will include a 8' table and two chairs. Tables should be appropriately covered to the floor and all displays must be appropriate for outdoor use. Access to electricity is limited, so please indicate if you request power for your display. If you have a specific need, please include that with your email submission.

Vendors are required to be fully set up by 9:45 AM, with access to the space available starting at 7:30 AM. Breakdown will be allowed no earlier than 4PM and is expected to take no longer than 90 minutes to fully clean and breakdown your vendor area.

## **Exhibitor Selection**

Vendors will need to bring and sell only original works of art and hand-crafted items; no imports or resellers or commercially-produced items will be accepted. Reproduced items must be of your own original works. Exhibitors who bring non-juried items to the show will be asked to remove them from their display.

Selection of participants will be based on quality and diversity of work. Selections will be made from applications received by November 23rd, 2017. Applications received after this date will be considered *only if space is available*.

**To apply, please answer the following questions and submit 3-4 pictures of your work and email to [market@parksidebuffalo.org](mailto:market@parksidebuffalo.org).**

**Include the following information in your correspondence:**

- Full Name of Primary Contact
- Business Name
- Mailing Address
- Phone Number
- Email
- Website and/or social media address
- Description of Work
- Attach or link to images of your merchandise and display space

Applications received without some photos of your work will not be sufficient to determine the works conformity to the guidelines above and thus cannot be considered. Photos will be returned on the morning of the show.

If you have any questions, please email [market@parksidebuffalo.org](mailto:market@parksidebuffalo.org) . We look forward to receiving your application!

***Melanie McMahan, Parkside Holiday Market Chair***