



## Registration Process 2019

The 11th Cary Senior Center Holiday Craft Show will be held on:

**Saturday, November 16, 2019**  
**From 9 a.m. - 3 p.m.**

This event is open to Wake County artists, **ages 50+** who would like to sell their **Hand Made Crafts and Art!**

This program is sponsored by the Town of Cary Senior Center.

**All returning and new vendors registration starts Monday July 1 and ends Monday, August 5. Registration information must be completed online and fees must be paid in person OR by mail (post marked August 5).** Photos for past vendors are NOT required unless you no longer make what you sold in the past. You may give it to a friend to bring it by if you are not able to be here to do so!

**New vendors** These artist names will then put into a **LOTTERY** to be chosen for the spaces not filled by past vendors.

Although staff does their best to keep vendors in their same location as in the prior year, we cannot and WILL NOT guarantee the same location or the same size booth.

**2018 vendors who miss the August deadline will not have a space in the 2019 craft fair.**

### **Vendors must comply with the following:**

- All work exhibited/offered for sale must be handmade, original crafts/arts made by the applicant. NO manufactured items will be allowed.
- All artists must be ages 50 or older and live in Wake County.
- The Town of Cary staff has the right to deny applications deemed to be inappropriate or not meeting the standard of quality workmanship.
- Each artist must be on-site during the entire craft show to oversee his/her booth.
- The work displayed for sale must be the same as what was presented in the application process.
- Vendors are responsible for providing and securing their booth area for set up, clean up, product, equipment and all other related items needed for operating the sale of items.
- The Cary Senior Center does not supply nor take responsibility for the vendor's personal property while at the sale.
- Refunds are only offered if the Cary Senior Center staff cancels the event due to inclement weather or adverse environmental conditions before 9 a.m. on the day of the event.
- Spaces are as close to the same size as advertised.
- Vendors are asked to provide one (**\$25 or less in value**) handmade item that will be raffled off using the sales of tickets at the front lobby. The money raised will support the Town of

Cary Scholarship fund. Raffle items will be picked up from vendors by Cary Senior Center staff by 8:30 a.m. the morning of the Craft Show.

- Vendors are encouraged to set up the day before the event!
- Vendors that do not show up will not be eligible to participate in the event the following year.
- Vendor fees will be forfeited under the following conditions:
  - (1) Vendor does not show up for the sale
  - (2) Vendor sells items not approved in application process
  - (3) Vendor behaves discourteously to staff/public/peers/volunteers/etc.
  - (4) Damages the property of the Cary Senior Center
  - (5) Fails to follow guidelines and/or staff and volunteer instructions.
  - (6) Vendors will be asked to leave if any of the above occur.

**Again, booth spaces are available on a first come, first serve to the 2018 vendors.**

Spaces are various and approximate sizes. There is limited access to electrical outlets (please request power access in your application!). Staff will do all it can to have you as close to the location and in as close to the same size you paid for. **Tables are provided for a fee of \$5 each, smaller spaces will only be allowed to rent one table due to spacing.** You may bring your own tables. Chairs are provided at no charge. No extension cords or other equipment is provided.

**Artists will be notified of acceptance in September. Past year artists do not need to submit photos as long as the sale items are the same/in the same likeness as the prior year.**

### **Fees are as follows:**

- **Approx. 10'x10'** space with no tables or chairs: (only 23 available)  
**\$40 Cary Resident Fee, \$50 Non-Cary Resident Fee** (*no more than TWO artists allowed per 10' x 10' space*)
- **Approx. 5' x 10'** space with no tables or chairs:  
**\$25 Cary Resident Fee, \$35 Non-Cary Resident Fee** (*only ONE vendor allowed per booth*)
- **Tables** : Long tables ONLY (3x6) are **\$5** each (*or bring your own*) **NO CARD TABLES ARE PROVIDED** or sold. (only 1 table allowed per 5 x 10 space)
- **Chairs: Free!**

Vendors keep 100% of their sales. The Cary Senior Center will not provide change for vendors. Please bring all supplies you need. No table covers are provided.

***By registering and being a part of the lottery system, you agree to these rules.***

## Schedule:

**Load in/Set up: (NO HELP FOR LOAD IN/SETUP WILL BE PROVIDED, please bring help if you need it.)**

Friday, November 15 from 2:30-6:30 p.m.

Saturday, November 16 from 7-8:45 a.m.

### **Sale Hours:**

Saturday, November 16 from 9 a.m.-3 p.m.

**If you have not arrived to set up by 8:15 a.m. on Saturday, November 16, 2019, you will not be allowed to sell and will be asked to leave.**

### **Take down/Clean out:**

Saturday, November 16 from 3:05-4 p.m.

All items must be removed by 4 p.m. on Saturday, November 16.

Please respect other vendors while everyone packs up to leave at the same time. Please bring help if you need it to reload.

**Parking for vendors will be at BOND PARK COMMUNITY CENTER parking lot to allow ample space at the Cary Senior Center for shoppers! If you have a handicapped parking pass provided by the State of North Carolina, you may park at the Total Life Center directly behind the Cary Senior Center ballroom.**

You are welcome to bring your own drinks and snacks, however, the Cary Teen Council will be selling refreshments all day. Vendors will get free water and coffee in the kitchen all day. We recommend bringing food and snacks for yourself!

## Additional Information:

- **Vendors are allowed to (and *ENCOURAGED* to!) advertise for this event!** Although the Town of Cary Senior Center will place advertising in a variety of sources including, posting on the Town's web site, in the Parks, Recreation & Cultural Resources Dept. brochures, producing flyers/posters, mass emails and more --- vendors are certainly encouraged to spread the word! This will be our 11th year of this event, and we have no guarantees of the success of the day (but FANTASTIC reviews from 2018's event!). **Please help us to help YOU!** *Stop by to pick up flyers and help us get the word out! As soon as they are ready, we will contact you and email you an electronic version of the posters & flyers. Send announcements to your email lists! Tell your neighbors and friends, church members and strangers at the grocery store!* The more who know, the more you will sell!
- **SIDE Doors** will open on Saturday at 7 a.m. for vendors to load in. FRONT Doors for public to shop will open at 9 a.m. You are encouraged to set up on Friday, November 15 from **2:30-6:30 p.m.**
- When you arrive to set up, there will be tables and chairs in your assigned space. ***Please rearrange and decorate YOUR SPACE as you feel the need while respecting your fellow crafters. (YOU MUST STAY INSIDE YOUR LINES)***
- **Email is a great way to keep in touch with the staff and preferred means of communication:** [stefanie.nichols@townofcary.org](mailto:stefanie.nichols@townofcary.org) or call (919)469-4081

## To apply:

1. Click link under on the following webpage under vender application  
<http://www.townofcary.org/recreation-enjoyment/events/holiday-events/annual-holiday-arts-crafts-fair>
2. Checks should be made out to: **Town of Cary.**
3. **2018 Vendors: Fill out online registration, and then bring in or mail check to the Cary Senior Center by August 5 or your registration will not be accepted.**
4. After August 5, if there is space, New Vendor applications will go through the lottery and be informed via email who has received a space. Checks will then be required via mail or in person two weeks after announcement. Waitlist will also be announced at this time.

Artists will be notified by mail or email of their status *in September*. If, on the day of the event, your products is/are turned away based on difference from what was applied for (same similar items including quality and workmanship), no refund will be offered.

**IF you must cancel, please notify us as soon as possible by CALLING (919)469-4081. We will have a waiting list of eager artists to take over your spot! IF we have someone to take your spot you will receive a refund but not on the DAY of the event.**

**Direct all questions to Stefanie Nichols at [Stefanie.nichols@townofcary.org](mailto:Stefanie.nichols@townofcary.org)**