



# VENDOR INVITATION & PARTICIPATION GUIDELINES



## Date & Hours

Sunday, December 5, 2021; 12-5 pm

## Location

Lewis Recreation Center; 3110 Forest Lawn Dr.

## Space & Fees

Single Space	\$50
Double Space	\$85
Additional Vendor	\$35

- Each space will accommodate an 8' table
- Fees are per vendor. For vendors sharing a space, there will be an additional fee of \$35 per additional vendor. (Limit 2 vendors per space) All vendors must be approved.
- Space only will be provided. Please note that all vendors will need to supply tables, chairs, and display fixtures.

## Participation Criteria

- All items must be handmade or hand-crafted by the applying artist. No exceptions.
- Art or craft must fit within the media categories listed in this application. No exceptions.
- No handmade or other wreaths will be allowed. No exceptions.
- No living or other plant material will be allowed. This includes decorative floral arrangements, artificial or living.
- No lighted Christmas balls are allowed.
- All fees must be included with the application.
- Application deadline is October 29, 2021.

## Eligible Media Categories

- **Pottery:** Original works made of clay/ceramic materials (porcelain, stoneware, raku pottery, etc.). No commercial casts or molds permitted.
- **Candles:** Candles of all types.
- **Leather:** includes hats, handbags, belts, and other items tooled from leather.
- **Soap:** This category includes soaps, lotions, bath salts, etc.
- **Painting/Drawing:** Original two-dimensional work created using oils, acrylics, watercolors, chalk, charcoal, pencil, ink, etc., on traditional canvas or art papers.

- **Fiber:** Original, handcrafted wearable and non-wearable textile items such as rugs, quilts, felting, weaving, dolls, coats, scarves, hats, etc.
- **Basketry:** Baskets handcrafted using any materials.
- **Garden Art:** Original handcrafted works made for the garden such as mosaics, sculpture, bird baths, feeders, houses, stepping stones, etc.
- **Glass:** Blown, fused, or stained glass.
- **Jewelry:** Original earrings, bracelets, necklaces and rings. No commercial casts or molds permitted.
- **Mixed Media:** Original, handcrafted work combining more than one media and/or technique to create a single work of art such as collage, painting and drawing.
- **Photography:** Signed, numbered limited edition prints, from the artist's own original images.
- **Sculpture:** Original, handcrafted, three-dimensional work in any medium such as marble, plastic, metals, and found objects. No commercial casts or molds are permitted.
- **Wood:** Original, handcrafted works from wood which are hand-tooled, machine-worked, machine-turned or machine-carved – such as toys, bowls, cutting boards, etc.

## Participation Guidelines

- Please do not display or sell items not listed on your application and previously approved by Greensboro Beautiful.
- Space only will be provided. All vendors must provide tables, chairs, stools, display fixtures, extension cords, etc.
- Vendors may request a maximum of 2 spaces.
- Space sharing is allowed for an additional fee of \$35 per additional vendor. (Limit 2 vendors space) All vendors must be approved.
- Only approved vendors may participate. Subletting space is not allowed.
- Event day setup will begin at 9 am.
- Please ensure that your display is set up by 11:45 am on event day, and that any and all storage boxes are put away in order to keep the aisles free and clear of obstructions.
- Please keep the area around your display

- clean and litter free. Trash containers are located throughout the building.
- Security of items will be the sole responsibility of the vendor.
- Vendors are expected to participate for a full day at the event.
- Greensboro Beautiful reserves the right to ask a vendor to remove items not approved for sale at this event, or items not made by the vendor.
- Greensboro Beautiful will not be responsible for vendors' sales and transactions, nor the cash required for sales and transactions. Please prepare for all cash transactions by bringing adequate monies and change.
- Greensboro Beautiful will not be responsible for reporting any information related to vendors' sales.
- Greensboro Beautiful may not be held liable for property damage and/or any personal injury suffered during the event.
- Vendors must ensure that displays and merchandise meet all fire and health codes.
- Holiday-themed items and displays are strongly encouraged.
- Smoking is not allowed inside the facility.
- Breakdown and removal of displays must be completed by 6 pm following the event.

## Cancellations & Refunds

- Before 5 pm on Nov. 1st - Full refund
- After 5 pm on Nov. 1st - 50% refund
- After 5 pm on Nov. 8th - No refund
- Should safety restrictions be put into place which would prohibit Greensboro Beautiful from conducting the event indoors, all fees will be refunded.

## Information

Lynne Leonard, Holiday Greenery Sale Vendor Coordinator  
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