



Thank you for your interest in **Handmade LA**, a marketplace taking place at the Craft & Folk Art Museum (CAFAM) over two days on **November 25 & 26, 2017**. We look forward to working with you in making this event awesome!

EVENT SUMMARY

Handmade LA is CAFAM's bi-annual marketplace showcasing a curated group of contemporary craft and design creations made by emerging and established artists and makers from the greater Los Angeles area. The marketplace will feature vendors who the **Handmade LA** curators feel are enriching the quality of handmade goods in LA. All proceeds from the sale will benefit CAFAM's exhibitions and programs.

Handmade LA will take place rain or shine in the CAFAM courtyard at 5814 Wilshire Blvd., ideally situated on historic Museum Row along with cultural landmarks such as the La Brea Tar Pits, Los Angeles County Museum of Art (LACMA), and the Petersen Automotive Museum.

Admission to **Handmade LA** is free. Visitors who would also like to visit the current exhibitions must pay general admission fee.

Light refreshments will be available for visitors. We recommend that vendors bring their own lunch or make arrangements ahead of time.

All-day parking is available for \$5.00 with validation at 5750 Courtyard Place, Los Angeles, CA., 90036 (east of Curson Ave.)

APPLICATION DETAILS & SUBMISSION DEADLINE

Applications due: September 30, 2017

Applications must include:

- Completed vendor application (see below)
- 3-5 high resolution images of work samples
- 150 word or less bio/statement

Accepted applicants will be notified on/by: **October 6, 2017**

Submissions must be emailed to CAFAM Shop retail manager Lindsey Vaniman at lindsey@cafam.org. Incomplete applications will not be reviewed. Past vendors and participants must complete the full application to be considered for event.

For any questions please email or call Lindsey Vaniman at lindsey@cafam.org or 323-937-4230, x22.

COMMISSION AND FEES

Booth rental fee is 30% of item sales. A cancellation fee of \$100 will be charged if vendor does not show up to the event. All vendors must provide a valid credit card that will be charged in the event of a cancellation—a check for \$100 may also be provided, but will only be deposited in the event of a cancellation. All sales are to be processed through the CAFAM Shop. The CAFAM Shop will pay all sales tax, credit card processing fees, and advertising. Vendors will be mailed a check of their profits two weeks after the event.

GUIDELINES

Merchandise for sale in a booth must be consistent with descriptions submitted in the application unless previously discussed with **Handmade LA** curators.

All merchandise prices must be consistent to prices indicated in the application.

Please note that CAFAM reserves the right to remove any vendor or merchandise before or during the event in cases where the vendor: a) exchanges money with a customer directly and not through a museum register, b) is not present at booth, c) behaves inappropriately, or d) sublets booth space to someone else.

VENDOR RESPONSIBILITIES

Vendor agrees to provide the following:

- Merchandise, tablecloths, equipment, and props needed for display
- Display materials and furniture, as well as any lighting and extension cords that are needed

Please note that electrical hook-up is not guaranteed. Please specify in application if required.

MUSEUM RESPONSIBILITIES

CAFAM provides the following:

- Up to two six-foot-long tables, chairs
- Receipt/sales books
- Exhibit space (ranges in size depending on location)
- 10x10 foot canopy, if available

VENDOR BOOTH SET-UP SCHEDULE

- Vendors begin set-up on Saturday, November 25, 9:00 –11:00 AM.
- Vendors may use the loading gate located in the alley behind CAFAM, accessible from Curson or Stanley Ave. Vendors can also park on Wilshire in front of the museum and use the front gate to the courtyard to unload.
- Vendors may not remain parked in the employee parking behind the museum.
- Booths must be staffed at all times during **Handmade LA** hours, 11:00 AM – 6:00 PM.
- Vendors will strike on Sunday, November 26, 6:00–7:00 PM.
- Set-up or breakdown is not allowed during marketplace hours,

TIMELINE

Saturday 9:00 AM:	Check-in, set-up
Saturday 9:00–11:00 AM:	Vendor set-up
Sat & Sun 11:00–6:00 PM:	Market hours
Sunday 6:00–7:00 PM:	Breakdown, clean-up

FREQUENTLY ASKED QUESTIONS

Do vendors process their own sales?

No. All sales are processed through the CAFAM Shop. The CAFAM Shop will cover credit card fees and collect sales tax.

Do I need to bring my own table(s) and chairs?

No. CAFAM will provide vendors with up to two tables (6 ft. long x 30 in. wide) and chairs. Display equipment and table covers will NOT be provided, so please be sure to bring your own.

I requested two tables. Does that guarantee that I will get them?

No. Unfortunately, there is no guarantee that vendors will get two tables. The number of tables each vendor gets depends on what the curators assign.

Where can I find something to eat on the day of the event?

There are many restaurants surrounding CAFAM. Vendors are welcome to bring their own food and drinks.

I need access to an electrical outlet. Can CAFAM accommodate me?

The CAFAM courtyard has limited electrical outlets. Please be sure to request electrical access in the "Special Requests" section of the application. Vendors are responsible for bringing their own extension cords and lighting equipment.

What packing materials do I need to bring?

Vendors are responsible for bringing their own packing materials, shopping bags, bubble wrap, jewelry boxes, tissue paper, tape, etc.

Can I promote this event on social media?

YES! We strongly encourage vendors to reach out to followers, family, friends, and customers to promote this awesome event.

Can I participate only one day?

Please indicate which day you would like to participate in the "Special Notes" section of the vendor application. Please note we will give preference to vendors that can participate on BOTH days.

When is my application due and when will I know if it has been accepted?

Applications are due by **September 30**. Vendors who have been accepted will be notified by October 6.

Handmade LA Winter 2017 APPLICATION (Please type or print)

I, _____, agree to participate as a vendor in **Handmade LA Winter 2017** on November 25 & 26 at the Craft & Folk Art Museum (CAFAM), 5814 Wilshire Blvd., Los Angeles, CA 90036. I understand that CAFAM will retain 30% of item sales and that CAFAM will send payment within two weeks (10) business days following the event. I also understand that CAFAM assumes no liability for the loss, damage, or destruction of any item during the sale. In addition, I understand that if I fail to show up for the event I will be charged a \$100 cancellation fee.

Please include three (3-5) high-resolution images of work along with a short company/artist bio (150 word max.)

.....

Company name: _____

Contact name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Instagram: _____

Merchandise description: _____

Retail price range: _____ to _____

Special requests i.e. electrical outlet, number of tables (max. 2), etc.:

.....

Credit card information (for \$100 table fee only)

If you do not wish to provide credit card information, please provide a check for \$100 that will be returned to you after the event. Check can be made out to Craft & Folk Art Museum.

Card type: _____ Name on card: _____

Card number: _____ Expiration date: _____

Security code: _____ Billing zip code: _____

Signature: _____

Printed name: _____

Date: _____