

**LARAC 2009 HOLIDAY GIFT SHOP (Nov. 14-Dec. 24, 2009)**

For the holiday season, LARAC's Lapham Gallery and Shop transforms into a festive showcase, offering holiday shoppers beautiful, original, and unique gift items from over fifty local and regional artists and artisans. LARAC provides all the marketing and staffing for this annual event, in its tenth year of successful operation.

**Work Samples**

- For vendors who are displaying fine art, crafts, jewelry, clothing, please submit 3-6 samples of your work via either high-quality photographs no larger than 8"x10", or images on CD(images need to be jpegs at 150dpi or higher. Please do not send tiff images or DVDs, and make sure your CD works before you submit it. Include a title list.
- For food vendors, submit 3 samples of food
- For authors or musicians, submit actual book or CD.

**Fees and Deadline:**

- Jury Fee \$15, which will be applied toward space rental fee upon acceptance into the holiday shop.
- LARAC retains a 25% commission on all sales
- Applications, samples, and fee are due by September 30th.

Please detach and fill out application form completely.

.....  
**LARAC's 2009 HOLIDAY GIFT SHOP APPLICATION FORM**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

NYS Tax ID or Social Security Number \_\_\_\_\_

Category \_\_\_\_\_

(ceramics, floral, specialty food, fine art oil painting, etc...)

Price range of your items \_\_\_\_\_

Space rental request \_\_\_\_\_

(read fees & guidelines for space rental for details)

*I have agreed to comply with LARAC's guidelines and policies for the 2009 Holiday Shop and have included a \$15 application fee.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT SEND SPACE RENTAL FEE WITH THIS APPLICATION. FEES & GUIDELINES FOR SPACE RENTAL**

Vendors selected will rent space in the Lapham Gallery and are responsible for providing all necessary display items, shelves, racks, gift boxes, etc. for setting up their own displays. They are also responsible for keeping their areas stocked; an appointment to restock inventory must be made with the holiday shop manager in order to maintain proper inventory counts. There is no storage space available so all merchandise, packing, and gift boxes must fit into vendor space.

**Enclosed Lighted Locked Wall Display Case**

Approximately **5' x 3' x 4'** Rental Fee: **\$100**

These elegant cases are appropriate for sculpture, jewelry, pottery, glass & fragile objects and can be locked upon request of the vendor.

**Enclosed Locked Floor Display Case Shelf**

Approximately **12" x 28"** Rental Fee: **\$25 per shelf**

This free-standing locked display case is appropriate for jewelry, small pottery, glass & small fragile objects.

**Floor Space**

Up to **2' x 2'** **\$50** Up to **4' x 4'** **\$75** Up to **4' x 8'** **\$115**

Vendor can set up own free-standing shelves, tables, & other creative displays for work, or set up folding racks & screens for hanging items.

**Books & Music**

These items are integrated into two display areas, therefore not requiring additional display units on the part of the vendor. There is a space rental fee of **\$20** for authors and performers to sell books or CD's.

**Non-Profit Groups**

Specialty items such as fundraising cookbooks and notecards may be sold by arts and cultural groups who are members of LARAC. **There is no space rental fee but LARAC retains a 25% commission on all sales.**

**Payment of Rental Fee and Cancellation/Refund Policy**

After acceptance, contract and rental fee minus application fee are due by **OCTOBER 17, 2009**. Rental fees will be refunded in full only if request for cancellation is received in writing by

**OCTOBER 17, 2009.** NO REFUNDS will be made on cancellations received after **OCTOBER 17, 2009.**

## **LARAC 2009 HOLIDAY SHOP POLICIES**

### **Selection Standards**

All work must be original and handcrafted by the vendor. Work should demonstrate skill and mastery of the medium. Items that are not acceptable include objects from kits or embellished items, imported or manufactured goods, commercial patterns with changes of less than 25% by the vendor.

### **Selection Process**

LARAC seeks to choose items that meet the standards listed above and assemble a selection of items representing a wide range of artistic media in a wide price range. The selection process is competitive. Art or craft brought into Lapham Gallery for the 2009 Holiday Shop must be consistent with what was presented during the application process.

### **Vendor Responsibility**

Each vendor will receive a contract to be signed and a blank inventory list to be prepared before set up. Price tags/labels must follow guidelines and must match the inventory sheet. Each vendor will be responsible for affixing price tags/labels to each item on inventory list. Vendor will be assigned a date and time for delivery and set up of items.

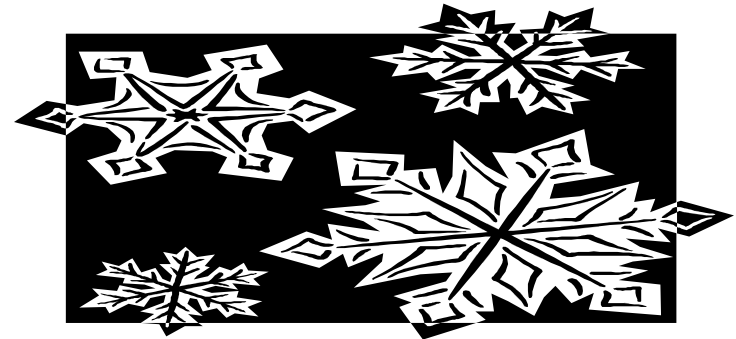
Items are not insured while on premises, but all possible care will be taken with the handling of objects. Vendor is responsible for restocking inventory at the request of the LARAC staff. An inventory will be done at the close of the LARAC 2009 Holiday Shop, and the vendor will be paid in February 2010. LARAC will retain a 25% commission on all sales. At the close of the event, the vendor must remove stock with the time frame specified by LARAC staff or incur a daily storage fee of \$15.

### **LARAC Responsibility**

LARAC will collect all sales and taxes, and accepts checks made payable to LARAC and MasterCard and Visa credit card payments. LARAC will make sales tax payments directly to NYS and will return money collected, less commission, to vendor after unsold work is picked up. LARAC will be open extended hours during the Holiday Gift Shop.

**For any questions about  
LARAC 2009 Holiday Shop application form,  
guidelines, and policies,  
Please call LARAC at 518-798-1144, x 2.  
Monday – Saturday, 10am-3pm**

## 2009 LARAC Holiday Shop *Application and Guidelines*



**November 14 through  
December 24, 2009**

.....  
*Application Deadline:*  
**September 30, 2009**



Lower Adirondack Regional Arts Council  
7 Lapham Place Glens Falls, NY 12801  
518-798-1144 x 2 www.larac.org