

## WILLITS HOLIDAY CRAFT FAIR

### Vendor Information

Willits Center for the Arts established the Holiday Fair to recognize and support artists in the community. Proceeds generated from Booth fees pay for the operating costs of the Fair (i.e. music, advertising, mailing, electrical, etc.) Willits Center for the Arts manages the operation of the Fair.

Application Deadline: Friday October 15, 2021 checks will NOT be deposited until acceptance After November 1, 2021.

All applications will be juried. Applicants will be notified of the jury's decision on or before **October 31, 2021**. If the application is declined the booth fee check will be destroyed after all waiting list booths have been filled. Incomplete applications will be returned. No refunds for cancellation by Artist unless booth can be filled by a waitlisted artist.

Craft Fair Dates/Hours: Friday, December 10<sup>th</sup>, 12 noon-7pm -Community Center  
**Friday 12 noon-9pm Upstairs Gallery Only**  
Saturday, December 11<sup>th</sup>, 10am-4pm

Enclosed w/Application Form:

- Booth Fee (make checks payable to Willits Center for the Arts)
- Self-addressed stamped envelope, if you want images returned
- Signed Application, Volunteer Job, Agreement & Release
- Copy of vaccination card

Make checks payable to Willits Center for the Arts and mail to: Bonnie Belt, 2291 Buckeye Dr., Willits, CA 95490

### Fair Policies and Covid-19 restrictions

**The City of Willits has requested we limit the number of booths to maintain social distance. Vendors are required to be fully vaccinated at time of fair, and County may mandate the wearing of masks for everyone indoors during the fair.**

Only original and artistically creative handmade Arts and Crafts and Gourmet Foods made by the Exhibitor will be considered for the event. Other consideration will be the overall presentation balance, so that no medium will dominate. (i.e. jewelry, ceramics, etc.)

- Applicants must include four pictures of their work and include their name on the back of each picture. A picture of their booth display (when available) or a sketch of the layout, should be included when their application is submitted. This is to aid in the selection process and to guarantee the work meets the overall criteria of original handmade works of Arts and Craft. Only submitted applications that include Application, Booth Fee (checks made out to Willits Center for the Arts), and SASE (self-addressed stamped envelope) will be considered for the Fair.

## Fair Policies continued

- Artists will also sign up to volunteer: publicity, decorate before the Fair and/or clean up after the Fair. **100% participation is required.** If participants do not fulfill their volunteer assignment they will not be invited back to next year's fair.
  - Artists will be notified of acceptance to the Holiday Fair by **October 31, 2021.**
  - All decisions by jury are final.
  - A wait-list will be maintained and when a booth is available the wait-listed artist will be called and offered a booth.
  - Booth fees are for 2 DAYS for the 2021 Fair. Artists may share booth space only with artists who are juried and accepted for the Holiday Fair. Willits Center for the Arts has the right to request any item removed from a booth that does not meet the creative criteria of the Fair.
  - The "Food Court" will be charged \$140.00 for the use of the kitchen and is responsible for cleaning the kitchen and all areas that the concession utilizes. New expanded seating for food and entertainment.
  - The artist is responsible to be present in the booth or to have a representative that is familiar with the work, cost of the items, and be able to sell the work in the absence of the artist. The artist is required to possess a valid California Resale Certificate and number. (Applicants can apply even if they don't have a number, as a temporary number can be obtained.)
  - The Holiday Fair was created for the benefit and recognition of the local artists; therefore, only exhibiting artists are permitted to sell items at the Fair. An unmanned Information Area for non-profit Art Groups may be available, at no charge, to display literature, brochures, newsletters, etc. The sale of any items by non-profit groups is prohibited.

## Booth layout information

- Lighting is required for all booths, use portable clamp-on lamps or other lighting so your booth can be seen by your customers. Provide amount of needed electrical wattage for your booth in the box provided on the application. Festive decoration of your booth is encouraged.
- There are now 2 booth depths available- 6 foot deep booths along the West perimeter wall and - 8 foot deep booths down the center aisle and East perimeter wall.  
If you want the center aisle booth you must provide a back wall or free standing curtain wall for the back of your booth.
- Tables are available for use by the artists. These tables are 8 feet long and 3 feet wide. The tables will leave **NO** room to enter or exit your booth if you have an 8 foot wide booth and they will **NOT** fit in a 6 foot deep booth.
- Please respect your neighbor and do not expand your display beyond your booth boundaries. Booth space is tight due to the limited size of the center.