

SALT LAKE CITY ARTS COUNCIL

HOLIDAY CRAFT MARKET

GUIDELINES FOR 2018 MARKET

BACKGROUND

35th Annual Craft Market

The Holiday Craft Market features work by a variety of Utah artists and includes jewelry, ceramics, textiles, artwork, prints and letterpress items, art glass, holiday decorations, items for the home, and artisan foods.

This year celebrates the 35th anniversary of the Holiday Craft Market! Each December the Arts Council presents over 80 local craft artists who make their wares available for the gift-giving season.

This year the Arts Council is asking ALL interested artists to complete the Interest Form regardless of whether you have participated in the market before or not. This form will capture your contact information, product descriptions, and availability. **YOU MUST SUBMIT THE INTEREST FORM IF YOU WISH TO PARTICIPATE IN THE MARKET. THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED BY THE DEADLINE OR YOU WILL NOT BE INVITED TO PARTICIPATE.**

DEADLINE FOR SUBMISSION: FRIDAY, SEPTEMBER 28, 2018

REQUIREMENTS

Participating artists must be Utah residents.

All items must be original, handmade, unique, or repurposed/upcycled, and produced locally. We do not accept commercial resale products including "party"-type businesses or MLMs. You may only sell items that have been accepted into the market. If you want to bring another type of craft, those works must be approved before they are brought to the market. You may only bring in your own work. You cannot bring in the work of a family member or friend.

Products you bring must be in compliance with all applicable local, state and federal laws for the types of products you offer. It is your responsibility to know which laws apply to your products and to ensure they are in compliance with all copyright, food handling, labeling, labor and other laws, rules or regulations.

Arts Council responsibilities:

- Exhibition installation and gallery preparation
- Insurance of works
- Printing and mailing of announcements
- Press releases and media relations
- Host opening reception and gallery stroll
- Management of art sales (25% commission of works sold to the Arts Council)

- Payment to artist for work sold by the end of January 2019.

Artist responsibilities:

- Submit an Interest Form. This form will provide biographical information material, product description, images of products, and contact information.

Upon acceptance into the market artist will need to: (Details on the items below will be included in acceptance letter.)

- Provide inventory sheets
- Deliver labeled artwork at the appointed time
- Leave all artwork in the exhibition until the exhibition is completed
- Pick up remaining inventory following the close of the exhibition
- Help advertise the market through your social media network

COMMISSION

For our hosting of the show, the Arts Council retains a 25% commission from your sale price. Commission checks will be paid by the end of January 2019.

TIMELINE

Submit an Interest Form:Friday, September 28, 2018
YOU MUST SUBMIT THIS FORM IF YOU WISH TO PARTICIPATE IN THE MARKET. EVEN IF YOU HAVE PARTICIPATED IN PREVIOUS YEARS, THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE DEADLINE OR YOU WILL NOT BE INVITED TO PARTICIPATE

Arts Council staff reviews all submissions:.....Early October

Notification Letters sent by:.....Friday, October 12, 2018
 Letters to selected artists will include instructions and forms for submitting inventory sheets, labeling requirements, and options to participate in media opportunities and staffing.

Inventory sheets due:.....Monday, November 12, 2018

Deliver label artwork:Monday, November 12, 2018 OR
 Monday, November 19, 2018

Dates of market:Friday, November 30, 2018 –
 Wednesday, December 19, 2018

Opening reception:Thursday, November 29, 2019

Pick up artwork:Friday, December 21, 2018

Commission checks send out:January 2019

CONTACT

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