

Office Use Only

Date App. Received: _____

Payment Amount Paid: _____

APPROVE/DENY: _____

ARTIST MARKET

Vendor Application

The Suffolk Center for Cultural Arts will be offering an Artist Market on
Saturday, June 10, 2023,
RAIN or SHINE – Inside the Taylor Ballroom – 1st Floor

The deadline for Applications is Friday, May 26, 2023

If vendor space is not available at the time the application is received, the applicant will be placed on a waiting list and the registration fee will be returned. If you are submitting a check by mail, your check must be received by May 26th. Spaced is limited to thirty-eight (38) applicants and will be honored on a first-come, first-served basis.

The Application Fee will include one (1) table and two (2) chairs.
Suffolk Center for Cultural Arts, in its sole discretion, will assign a vendor space to a vendor.
Vendors must provide their own table coverings and signage.

Set up will begin at 8am on June 10th.

Vendor space rental is \$50.00 for one date.

Suffolk Center for Cultural Arts will not
receive any percentage of vendor sales.

Processing of sales is the responsibility of the vendor.

Please submit your fully completed application, and your registration fee to:

Brittany Waller

Suffolk Center for Cultural Arts

110 West Finney Avenue | Suffolk, Virginia 23434

Brittany.Waller@suffolkcenter.org

757-923-0003 Ext. 108

First and Last Name of Vendor: _____

Name of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

BEST Telephone Number: _____

BEST Email Address: _____

You are highly encouraged to provide us with an email. Failure to provide an email may result in communication delays.

Business Website Address: _____

Social Media Outlets: Facebook: _____ Instagram: _____

eBay: _____ ETSY: _____ Other: _____

In the event of an Emergency, who should we contact: _____

Relationship: _____ Best Contact Number: _____

Your Signature: _____ Date: _____

Please provide us with a brief bio about your business in 150 words or less: _____

I clearly understand that NO REFUNDS to the registration fee(s) will be made for any reason after the vendor is approved for participation in the Artist Market(s). Initial Here: _____

Tell us about the products you will be selling. Check all that apply:

- Soaps, Bath Bombs, Scrubs, Lotions, Bath Products
- Candles Textiles
- Canned Goods Fresh Food Items (Describe): _____
- Baked Goods Visual Art (Describe Medium): _____
- Flowers and Bouquets Handmade Clothing and Accessories
- Jewelry Pet Products
- Décor and Gifts Furniture
- Handmade Items from Wood Glass Items
- Resin Creations Handmade Baskets
- Gift Baskets Holiday Specific Items
- Knitting, Weaving, etc. Cards, Paper Products, etc.
- Packaged Food Items Suffolk and Virginia Specific Items
- Sculpture Upcycling
- OTHER (Please describe): _____

We deserve the right to reject any item or items that may not seem to be appropriate for the anticipated audience.

Will you be demonstrating your craft at your vendor area? YES NO

Do you require access to electricity? YES NO

Payment Information:

NAME as it appears on your card VISA/MASTERCARD account number Expiration Date CVC Code

Billing Zip Code If paying by check please make payable to Suffolk Center for Cultural Arts and send to 110 West Finney Avenue Suffolk, VA 23434 to the ATTN of Brittany Waller. Checks must be received by May 26, 2023.