



Office Use Only
Date App. Received: _____
Payment Amount Paid: _____
APPROVE/DENY: _____

The Suffolk Center for Cultural Arts will be offering a Holiday Artist Market on  
**Saturday, December 17, 2022 (12pm - 7pm)**  
RAIN or SHINE – Inside the Taylor Ballroom – 1<sup>st</sup> Floor

**The deadline for Applications is Wednesday, November 23, 2022**

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. Space is limited to twenty (20) applicants and will be honored on a first-come, first-served basis.

The Application Fee will include one (1) 6-foot table and 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 9:00 am on December 17<sup>th</sup>.

Vendor space rental is \$50.00.

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](mailto: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  Christmas 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

\_\_\_\_\_ If paying by check please make payable to Suffolk Center for Cultural Arts and send to  
Billing Zip Code 110 West Finney Avenue Suffolk, VA 23434 to the ATTN of Brittany Waller