

# Wildwood Holiday Craft Show

**Sunday, December 1, 2019 10 AM to 4 PM**

**Wildwood Cultural Center 7546 Little Mountain Road, Mentor 44060**

## VENDOR APPLICATION

Name \_\_\_\_\_

Company Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Select your location preference - number 1,2,3 choice:**

full South Wing, First Floor - \$60

full The Oliver Wing, First Floor - \$60

full Lockwood Room, Second Floor - \$60

full The Gallery Room, Second Floor - \$60

full Collacott Room, Second Floor - \$60

full Craft Room, Lower Level - \$50

\_\_\_\_\_ Ballroom, Third Floor - \$40

**Did you participate in 2018?**

YES NO

**First time applicants must provide 3 to 5 photos of items you are selling**

Please describe in detail the crafts/merchandise you plan to sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*With the acceptance of this application, I consent to abide by the regulations of this show as stated. I agree to indemnify and hold without reprisal the City of Mentor, Wildwood Cultural Center, and/or the Community Arts Commission for any damage, loss or injury caused by any other person, fire, theft, water or accident. The City of Mentor, Wildwood Cultural Center, and/or the Community Arts Commission has the right to direct the release of any space for failure to comply with the rules and the reallocation of space, and to reject any application. I understand that I am responsible to any applicable taxes to the State of Ohio. This agreement is entered into in accordance with the laws of the Sate of Ohio.*

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

**Return this application with funds to:**

**The City of Mentor Attn: Wildwood Holiday Craft Show 8500 Civic Center Blvd; Mentor, Ohio 44060**

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## Wildwood Cultural Center

- 7645 Little Mountain Road, Mentor, Ohio 44060
- The Manor House is located between Rout 84 and Mentor Avenue
- (440) 974-5735

## Table Locations & Fees

- *To secure your table, a check or money order for the full fee must accompany your application.*
- **Room assignments are made, after the vendor has been juried, by first received /pay, first assigned basis.**
- Vendors must use stairs to get to the 2nd and 3rd floor rooms and the Lower Level Craft Room, there are no elevators available in the facility.
- Vendors are only allowed one table space and not permitted to sublet their table space.
- Vendors will be notified via email of their status in the show.
- There are no refunds for cancellations.
- One 30"x 72" table - 1st Floor or 2nd Floor - \$60
- One 30"x 72" table - Lower Level Craft Room - \$50
- One 30"x 72" table - Third Floor Ballroom Room - \$40

## Set-Up

- Saturday, November 30 from 12pm - 4pm OR Sunday, December 1 from 7am - 9:30am.
- Your table **must** be set up by **9:30am** on Sunday, December 1. **If the vendor has not arrived by 9:30 am, your table will be removed - NO EXCEPTIONS.**
- Vendors are to provide a table covering to the floor in order to present an overall professional image.
- This is a table show only; all items must fit on the table. No extra wall space or floor space is available.
- Bring extension cords and power strips if your display requires electricity.
- **There is no elevator;** please bring assistance if you will need help with loading/unloading your vehicle, setting up/tearing down your display, or carrying your items in/out of the building.

## Acceptable Merchandise

- First time show applicants must submit photos of the craft and/or merchandise they intend to sell along with the application.
- Items selling must be listed on the application.
- Crafts will be juried for quality and relevance to the show's holiday theme
- All crafts must be handmade/home baked. All vendors should please keep in mind that this is a holiday themed show. Vendors should be aware that preference is given to items of this nature (i.e. ornaments, holiday decorations, etc.).

## Security

- Exhibitors assume responsibility for the safety of their displays and merchandise against loss or damage while on the premises of the Wildwood Cultural Center. The building has an alarm system when vacant.

If you have questions or need more information contact

Wildwood Cultural Center,

Linda Wintersteller at (440)-974-5735 ext 7715 or

wintersteller@cityofmentor.com

