



CCAC Guild Inc  
PO Box 1044  
Jacksonville NC 28541  
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ccacguild.org

# Winterfest Artisan Market

December 1, 2, 3, 2023

Jacksonville Commons Recreation Center, 100 Recreation Lane, Jacksonville NC

## 2023 Schedule

- Nov 19      Last day for applications. Applications received after this date will be assessed a \$30 late fee
- Nov 21      No acceptance notifications mailed after this date communication will be sent out via email
- Dec 1        Friday 2:00pm – 4:00 pm Check in and booth set-up  
All vendor vehicles must be moved out of customer parking
- Dec 1        Friday 3:30pm – 4:30pm Door prize donations will be picked up
- Dec 1        Friday 5:00pm – 8:00pm event open to the public  
All vendor vehicles must be moved out of customer parking
- Dec 2        Saturday 10:00am – 6:00pm event open to the public  
All vendor vehicles must be moved out of customer parking
- Dec 3        Sunday noon – 5:00pm event open to the public  
All vendor vehicles must be moved out of customer parking

### Contacts During the Event:

Dave Voss  
910-238-0177 (leave a message)

Laura Voss  
910-238-0186 (leave a message)

# Winterfest Artisan Market Vendor Application

December 1, 2, 3, 2023

Jacksonville Commons Recreation Center, 100 Recreation Lane, Jacksonville NC

Please print legibly in Ink

Artist name(s)	
Business Name	
NC Sales Tax number and attach a copy	
Mailing address	
City, State, zip code	
Cell number	
Email address	
Website address	
Any special requests or needs	
Description of items (use back of this page if you need more space)	

## Indoors 3-day event at Jacksonville

Commons Recreation Complex	Non-member	CCAC Guild Inc Member	Total \$ ____
# of 10x10 booth ____ X	\$85	\$65	_____
If electricity is needed bring 100 ft commercial extension cord, add \$10 .			_____
number of 6 foot tables ____ x \$10 each			_____
Late fee, add \$30 if applicable			_____

NO REFUNDS will be given after November 1 , 2023. Application deadline is Nov 19, 2023

Credit card payments accepted at CCAC Guild Inc monthly networking sessions

Will anyone be spending the night in a hotel ? \_\_\_\_\_

How did you hear about this event ? \_\_\_\_\_

## To successfully enter your application, you must include:

- \*completed application form (page 2) and signed release Agreement (page 3) and a copy of your NC Sales Tax certificate
- \*Photos showing the type of work you intend to sell.
- \*A check for booth selection made out CCAC Guild (see fees above)

**Mail application packet to CCAC Guild, PO Box 1044, Jacksonville NC 28541**

# Winterfest Artisan Market Vendor Application

December 2, 3, 4, 2023

Jacksonville Commons Recreation Center, 100 Recreation Lane, Jacksonville NC

## Door Prize Information

One of the highlights of the Winterfest Artisan Market is our Artisan Showcase Door Prizes. Each artisan is required to donate one item. Your donation will be collected by an event volunteer on Friday, Dec 1 between 3:30pm and 4:30pm. This is an excellent way to generate interest in your work.

Items donated for the Door Prize are placed on display in the entrance of the event. Each donated item will be displayed with the contributing artist's name, business card or Business name, and booth number. Volunteers will be on hand each day to direct interested attendees to your booth in order to see more of your art.

## Release agreement

I understand I will not hold the Coastal Carolina Artists & Crafters Guild Inc, City of Jacksonville, County of Onslow or their representatives liable for loss, damage or injury. I further agree to indemnify, save harmless, and defend the CCAC Guild Inc event /Jacksonville, its successors in interest from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of and injuries to or death of any and all persons whatsoever, in any manner caused or contributed to by the vendor, its agents, or employees while in, upon, or about the CCAC Guild Inc event grounds/Jacksonville where the booth is located, or while going to or departing from the same, and to indemnify and save harmless the CCAC Guild Inc Winterfest Artisan Market /Jacksonville, its successors in interest from any liability that the CCAC Guild Inc /Jacksonville may suffer as the result of acts of negligence, fraud, or misconduct of any vendors' agent or employees on or about the CCAC Guild Inc event grounds/Jacksonville.

I release the CCAC Guild Inc / Winterfest Artisan Market /Jacksonville from any and all liability for loss or damage to property and merchandise used by the vendor in the operation of the concession due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

I further grant the CCAC Guild Inc /Jacksonville permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_



# **Winterfest Artisan Market Vendor Rules and Regulations**

December 2, 3, 4, 2023

Jacksonville Commons Recreation Center, 100 Recreation Lane, Jacksonville NC

- ❖ Event participants must be comfortable with abiding by the current Covid-19 instructions.
- ❖ All items displayed and sold must be handmade. This is not a venue for resale.
- ❖ All vendors must exhibit and be present during the complete show, 5pm-8pm on Friday, 10am-6pm on Saturday, noon – 5pm on Sunday.
- ❖ Assigned spaces may not be reassigned, conveyed, or transferred in any manner by the artist.
- ❖ Vendor parking will not be permitted in the customer parking.
- ❖ The Booth fee is non-refundable after Nov 1, 2023. Requests for refunds must be made in writing and postmarked prior to Nov 1<sup>st</sup>. Booth fees will not be refunded due to inclement weather, acts of God or other extenuating circumstances.
- ❖ All applications must be postmarked by Nov 19, 2023 or a late fee of \$30 must be added.
- ❖ Notices will be mailed out to applicants that applied prior to Nov 19. If you desire the same space from previous year or if you would like to be located next to a fellow exhibitor, please submit your application early. All requests will be considered as space permits.
- ❖ Booth assignments will be distributed at check-in. Set up time is 2pm-4pm Friday Dec 1.
- ❖ All vendors must provide their own tables, chairs, displays, change, etc, and the legs on everything must have a rubber tip or cushion so the floor is not damaged.
- ❖ Tables must be draped to the floor. A Limited number of 6 foot tables are available for a fee of \$10 each.
- ❖ Electricity is extremely limited. If you have paid for access to electric, you must provide your own 100 foot commercial grade extension cord and commercial grade surge protector (not household use). A fire inspection will take place before customers enter on Friday
- ❖ You will be required to display your NC Certificate of Registration (NC Sales tax certificate) conspicuously and prominently all three days
- ❖ Vendors are required to clean up their booth area and leave it free of litter.
- ❖ Vendors violating any of these rules and regulations will not be permitted to exhibit and will be ineligible to participate in future events.

# Winterfest Artisan Market Activities

December 2, 3, 4, 2023

Jacksonville Commons Recreation Center, 100 Recreation Lane, Jacksonville NC

## **This 3-day event is an indoor event**

Featuring artisans and crafters from all areas of North Carolina, providing a fun holiday shopping experience at the Jacksonville Commons Recreation

Activities at the indoor 3-day Jacksonville Commons Recreation Center:

Free to attend

We invite the public to participate in several fun contests:

*The Chair Contest:* decorate your chair, complete the entry form, and bring your chair, and entry form and fee. Price tags may be attached to the chair and the artisan keeps the money from the sale. The Public determines who wins the prize by voting.

*The Upcycled Art Contest :* bring your upcycled entry, along with the completed entry form, and fee. Price tags may be attached to the entry and the artisan keeps the money from the sale. The Public determines who wins the prize by voting. The artist picks up their creations on Sunday evening when the winner is announced for all contests.

*The Cookie Contest :* bring your 2 dozen baked cookies for each entry, the recipe for each, and entry form(s). Kids are judges and will determine who will win the prizes. Winners are announced on Sunday evening.

Friday Dec 1 from 5pm- 8:00pm

This event will kick off with a special evening Pre-Sale Party on Friday at the Jacksonville Commons: shop this evening to have the best selection and avoid the rush! Door prizes will be provided by area artists.

Saturday Dec 2 from 10am-6pm

Lots to see, shop, and participate in. Shopping at artists and crafters booths. The public votes for their favorite entry in the Upcycled Art Contest and The Chair Contest. Kids vote in the Cookie Contest. Door prizes will be awarded all day and food is available on site.

Sunday Dec 3 from 12pm-5pm

Lots to see, shop, and participate in. Shopping at artists & crafters booths, Upcycled Kids Crafts, Paint-a-Canvas station, and voting for your favorites in the contests. Winners will be announced for all publicly voted contests. Door prizes will be awarded all day and food is available on site. Pet Photos with Santa will be available all day-- family members welcome as well.