



Join the New Bedford Art Museum / ArtWorks! for its fifth annual *Holiday Artist Boutique*, our winter celebration and fundraiser. The “Boutique” is a juried opportunity for you to sell your work at a private, ticketed cocktail party on **Friday, December 4th, 6:00 – 9:00 PM**. This event coincides with *Holiday Stroll* taking place throughout the weekend. Artists are requested to be present during the ticketed cocktail party, (FREE to participating vendors plus one assistant,) on **Friday, December 4th, 6:00 – 9:00 PM** and for the *Holiday Stroll* on **Saturday and Sunday, December 5th and 6th, 12:00 – 4:00 PM**. Following the weekend events, all artists will continue to have artwork sold for them during museum open hours by NBAM/ArtWorks! staff for the remainder of the busiest shopping month of the year. Artists would be scheduled to pick up work **December 28-29, 2015 from 9 AM – 5 PM**.

Enclosed you will find all the necessary materials to apply for a booth at this memorable event. In the review process of the applications, the Boutique Committee will strive to select a mix of artists who offer a wide variety of high quality work. Last year’s participants were quite pleased with the response from patrons. NBAM/ArtWorks! will promote the *Holiday Artist Boutique* through our website and emails as well as with all event promotion.

PROSPECTUS

General Information:

Thursday: Set-up is **Thursday, December 3rd**, from **9:00 AM to 6:00 PM**. Volunteers will be available to assist you. Merchandise can be left overnight in the museum.

Friday: All vendors with assistants need to be at the museum by 5:15 PM for our ticketed event. The event will end at 9PM. All vendors must remain for the duration of the event.

Saturday and Sunday: If you cannot be present during the *Holiday Stroll*, please provide your own booth-sitter. An NBAM/ArtWorks! employee can watch over your booth for brief bathroom breaks.

TAKE DOWN: Boutique pack-up will occur Monday, December 28th and Tuesday, December 29th from 9 AM-5 PM. Artists will be responsible for picking up work when boutique closes. Artist may assign a friend to pick-up work. Upon leaving, space must look as it did when you arrived. Any nail holes in walls must be patched. Nothing may be left behind.

Selection Process:

After you submit your images and application the *Holiday Boutique Committee* will review the materials based on quality, space, and need. It is important that you explain your work and your general price range so we may better create a perfect experience for our patrons. Space is limited and only 10 -15 Artists will be chosen.

Deadline:

Applications must be postmarked or emailed by **November 8, 2015**. Late entries will be put on a waitlist until after initial artists are chosen. You will be notified of your status by **November 13, 2015**.

Central Cashier:

NBAM/ArtWorks! will provide central cashiers and credit card processing. The Central Cashiers will handle all financial transactions and provide accounting for all purchases made during the event.



Central Cashiers will withhold NBAM/ArtWorks! commissions and applicable taxes. Artists will not perform direct sales during this event.

Sales:

Artist is responsible for completely filling out buyers' invoices for the Central Cashier using the triple receipt book provided by NBAM. Forty-Percent **(40%)** of gross proceeds are payable to the New Bedford Art Museum/ArtWorks! upon completion of the *Holiday Artist Boutique*. ***Be sure to use the triple-receipt book, one for you, one to accompany the merchandise, and one for the museum.***

After the Holiday Stroll weekend is over, NBAM/ArtWorks! will remain open Wednesday – Sunday from 12PM – 5PM and will sell artists goods for them. All sales will be recorded and artists will be reimbursed for their 60% of all sales 4 weeks or sooner after the boutique has ended on December 24, 2015. If you are a member of the museum the museum will be receiving 30% of all sales and the artist will receive 70%.

Artists are responsible for all work being priced and clearly marked for NBAM/ArtWorks! employees to be able to sell work and inventory sold work. Artists are also responsible for wrapping and boxing their work suitably to give to buyers. NBAM/ArtWorks! does have large and small bags if artwork can fit.

Marketing Partnership:

Advertising and public relations are planned. We strive to provide a high quality show that draws a large crowd, produces high sales to be enjoyed by artists and shoppers alike. NBAM/ArtWorks! requests that each artist promote Boutique event on his or her professional social media sites.

Policies:

NBAM/ArtWorks! reserves the right to determine the merchandise artists are able to offer for sale. **Please be sure to include a brief description of the items you intend to offer for sale in order to avoid potential conflicts.**

Artists agree to complete their merchandise display **no later than 6:00 PM on Thursday, December 3rd**, and to keep the display **open and staffed** during the hours of the "Boutique", including the **cocktail party** on Friday evening. Spare merchandise and equipment may be stored under the tables or in our storage unit in the basement. **Artists are responsible for any wall damage. This includes holes from nails and screws, etc. The Museum will provide artists with wall-putty. Artists must remove all merchandise and equipment between 9:00 AM and 5:00 PM on December 28th and December 29th.**

The artist assumes all risks with respect to the artist's merchandise. All expenses for transportation, packing and unpacking the artist's merchandise and insurance shall be borne by the artist. NBAM/ArtWorks! will not be liable for any loss, damage or injury to persons or property whatsoever in connection with the activities contemplated by the "Boutique" contract.

NBAM/ArtWorks! reserves the right to cancel the contract at any time.



Holiday Artist Boutique

New Bedford Art Museum/ArtWorks!

Holiday Party Event:	Friday, December 4, 2015, 6:00 PM – 9:00 PM
Holiday Stroll:	Saturday and Sunday, December 5-6, 2015, 12:00 – 5:00 PM
Pick-up artwork from NBAM/ArtWorks!:	Monday and Tuesday December 28- 29, 2015, 9:00 AM – 5:00 PM

*Artists will be required to fill out a W9 to participate and be paid by NBAM/ArtWorks! within 4 weeks of the closing of *Holiday Artist Boutique*.

2015 Vendor Application

Please submit between 5-7 digital photos representative of the work you wish to sell, and this application to: amoretti@newbedfordart.org

If you wish to submit hard-copy images and application you may do so at:

New Bedford Art Museum/ArtWorks! c/o Holiday Boutique
608 Pleasant St. New Bedford, MA. 02740

*All entries must be received by Sunday, November 8, 2015.

There will be NO booth fee. Each Exhibitor will be provided with approximately an 8' x 8' floor space. There will be wall space for every vendor. Table and tablecloths are provided *FREE* of charge. Artists' personal floor displays and table covers are welcome if preferred.

Any additional questions or inquiries, please email Alicia Moretti at amoretti@newbedfordart.org



Vendor Application Checklist

- ☐ **Read** the prospectus. Your signature on the application form is an agreement to abide by the rules and regulations of the "Holiday Boutique".
- ☐ **Complete** all required information on the application.
- ☐ **Provide** information on all photos, including prices of merchandise.
- ☐ **Include** a display explanation or photo if one is not on your website.
- ☐ **Submit** your application and photos *no later than* **November 8, 2015**.

Email, Mail, or Hand-Deliver all items to:

Alicia Moretti
New Bedford Art Museum/ArtWorks!
C/O Holiday Boutique
608 Pleasant St
New Bedford, MA 02740

Any additional questions or inquiries, please email amoretti@newbedfordart.org

Name _____

Company _____

Address _____

City/St/Zip _____ / _____ / _____

Phone/Email _____ / _____

Website _____

Please check the category in which you classify yourself. **CHECK ONE CATEGORY ONLY.**

- | | | | |
|------------------------------------|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Wearables | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Home Décor | <input type="checkbox"/> Personal Items |
| <input type="checkbox"/> 2D Art | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Giftware | <input type="checkbox"/> Accessories |

If other please explain: _____

Signature _____ **Date** _____