

**SIXTH ANNUAL AUTHORS & ARTISTS HOLIDAY GIFT SALE
AT THE BEL AIR ARMORY
December 2, 2017 – 10 a.m. - 3 p.m.
37 N. Main Street
VENDOR INFORMATION FORM**

Description of Event

- Holiday sale event featuring local Authors and Artists
- Saturday, December 2, 2017 from 10 a.m. to 3 p.m.
- Free admission to the public, featuring entertainment from several local groups and musicians and free gift wrapping
- Sale items include artworks from local artists, potters, jewelers and the opportunity to purchase autographed copies of books by local authors

Event Information and Requirements: *Please read carefully*

- Booth space fees: \$35 for 8' x 8' space (approximate size). Payment due with application. Application Deadline is October 1, 2017. Space is limited to 40 booths/tables. Lunch is included in cost of space.
- Individual authors may share a table if they have limited space requirements, i.e. sale of only 1 or 2 titles. Cost is \$20 for a shared table.
- Authors will be provided with a display table, chairs and table cloth
- Artists must provide display racks, some tables available – please submit request with application to assure availability of tables.
- Please provide a detailed description of your booth items on the application form, attach additional sheet if necessary and if possible a photo of sample item
- All approved vendors must check in between 8 AM-9 AM on the day of the event. Vendors must be completely set up by 9:30 a.m. on Saturday morning. Vendors are requested to remain open until 3 p.m.
- Vendors will have from 3 – 5 p.m. to pack up. All vendors must be out of the Armory by 5 p.m.
- The vendor is responsible for removing all trash, boxes, debris from the booth area
- Each applicant will receive a confirmation letter upon receipt and acceptance of their application
- This event occurs, rain, *snow* or shine
- All vendor fees from approved applicants are non refundable.

*Authors & Artists Holiday Gift Sale - Bel Air Armory – 37 N. Main Street. Bel Air,
MD 21014. 410.838.0584/ssaunders@belairmd.org*