

LARAC HOLIDAY GIFT SHOP

For the holiday season, LARAC's Lapham Gallery and Shop transforms into festive showcase, offering holiday shoppers beautiful, original and unique gift items. LARAC provides all of the marketing and staffing for this annual event. LARAC retains a 30% commission on all sales.

HOW TO APPLY:

1. Submit a completed application form
2. Submit samples using the following guidelines:
 - + Fine art, crafts, jewelry, clothing vendors: submit 3-6 samples of your work via high-quality photographs no larger than 8"x10" OR quality JPEG format images on CD. Please include an image list.
 - + Food vendors: submit 3 samples of food
 - + Authors or musicians: submit actual book or CD.

Non-refundable deposit of \$15

SELECTION STANDARDS

All work must be original and hand crafted by the vendor. Work should demonstrate skill and mastery of the medium. Unacceptable items include objects from kits or embellished items, imported or manufactured goods.

SELECTION PROCESS

LARAC selects items that meet the standards listed above. LARAC seeks to represent a wide range of artistic media encompassing multiple price ranges. The selection process is competitive. Art or craft brought into Lapham Gallery for the 2018 Holiday Shop must be consistent with what was presented during the application process or may be subject to dismissal with no refund.

Incomplete applications will not be reviewed. Please make sure to review our fees, guidelines and policies.

— LOWER ADIRONDACK REGIONAL ARTS COUNCIL —

LaRac

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'tis the
SEASON
to SHOP

LARAC
HOLIDAY
SHOP
2020

APPLICATION FORM

Name

Business name

Address

Phone

Email

NYS Tax ID

Category

(ceramics, florals, specialty foods, painting, etc)

The Shop Coordinator chooses and has final authority on space placement. Requests are met based upon availability.

I agree to comply with LARAC's guidelines and policies for the holiday shop and have included a \$15 non-refundable deposit.

Signature

Date

Please do not send space rental fee with this application.

QUESTIONS?

Contact Shop Coordinator Philip Casabona
festivals@larac.org or 518.798.1144x2

SPACE RENTAL FEES

Fees include \$15 deposit

Enclosed Lighted Locked wall display case
Approximately 5'x3'x4' Rental Fee: \$100

Display cases are appropriate for sculpture, jewelry, pottery, glass and fragile objects and can be locked upon request by the vendor.

Enclosed Locked Wall Display case shelf
Approximately 37"x37" Rental Fee: \$50 per shelf

A shelf in our display cases is appropriate for sculpture, jewelry, potter, glass and fragile objects that need extra space but not floor space. Can be locked upon request by the vendor.

Enclosed Locked floor display case shelf
Approximately 12"x28" and 14"x18"
Rental Fee: \$25 per shelf

A shelf in this display case is appropriate for jewelry, glass and small fragile objects. Display shelves, not enclosed or locked are available for same rental fee. Size varies.

Floor Space

up to 2'x2': \$50 up to 4'x8': \$115 up to 4'x4': \$75

Vendor sets up own free-standing shells, tables and other creative displays for work, or set up folding racks and screens for hanging items.

Books & Music

These items are integrated into two display areas, on LARAC provided book shelves. LARAC members pay a one time deposit fee per item type and are charged no rental fee. non-members pay \$5 plus \$15 deposit.

Non-profit groups

Specialty items for fundraising, may be sold by arts and cultural groups who are members of LARAC. There is no space rental fee but LARAC retains a 30% commission on all sales.

Payment of Rental Fee and Cancellation/Refund Policy

After acceptance, contract and rental fee are due. Rental fees are refunded in full only if requested for cancellation is received in writing by November 6. NO REFUNDS will be made for cancellations received after November 9.

GUIDELINES AND POLICIES:

VENDOR RESPONSIBILITIES:

- + Selected vendors are renting space in Lapham Gallery and are responsible for providing all necessary display items, shelves, racks, gift boxes, etc.
- + Vendors are responsible for setting up their space and for keeping their areas stocked; an appointment to restock inventory must be made with the Shop Coordinator in order to maintain proper inventory counts.
- + There is no available storage space, all merchandise, packing and gift boxes must fit into vendor space.
- + Vendors each receive a contract to be signed and a blank inventory list to be prepared before set up date.
- + Price tags/labels must follow guidelines and must match the inventory sheet. Each vendor will be responsible for affixing price tabs/labels to each item on inventory list. Vendor will be assigned a date and time for delivery and set up of items.
- + Vendor is responsible for restoring inventory at the request of the LARAC staff.
- + At the close, the vendor must remove inventory with the time frame specified by LARAC staff or may incur a daily storage fee of \$15. Unclaimed property after 30 days may be subject to further action by LARAC.

LARAC RESPONSIBILITIES:

- + LARAC will collect all sales and taxes, accept checks made payable to LARAC and MasterCard/Visa credit card payments. LARAC will make sales tax payments directly to NYC.
- + Items are not insured while on premises with all possible care is taken with the handling of objects. Security measures are in place to ensure the safety of your items.
- + An inventory and sales reconciliation is completed after the end of each month. Vendors receive 2 payments from the 6 week shop with the final payment paid no later than February 2020.
- + LARAC retains a 30% commission on all sales.