



2019 Annual Holiday Boutique
Trenton Museum Society, Ellarslie Mansion in Cadwalader
Park
Trenton, NJ

May 1, 2019

Dear Artist/Craftsperson,

The Trenton Museum Society is now accepting applications for its *Annual Holiday Boutique* at Ellarslie, the Trenton City Museum. This long running event has been a means to increase support for the programs of the museum. As with many cultural institutions, we rely on artists, craftspeople, and patrons to help keep this historic building open and continue artistic programs and events.

Over the years the boutique has become a premiere holiday event featuring diverse and interesting art and crafts that attract discriminating shoppers. You are receiving this invitation because you have been a supporter of the museum in the past, because your work has been admired by TMS members or because you have been recommended by your peers.

The boutique will be held Saturday and Sunday, December 7th and 8th. The hours for both days are from noon to 5 pm. We will have printed and digital postcards available for you to advertise the event.

If you are interested in participating this year please review the attached information packet and application. The deadline for submitting the application, which must include digital images of your work for acceptance, promotions and advertising, is **July 1, 2019**. Confirmation of acceptance will be sent to you by July 15, 2019.

Please contact Linda Mihok or Deniece Johnson at mollys@ellarslie.org for more information.

Sincerely,
Deniece Johnson
Linda Mihok
Co-Chairs Holiday Boutique 2019

2019 Annual Holiday Boutique
Trenton Museum Society, Ellarslie Mansion in Cadwalader Park
Trenton, NJ



2019 Vendor Information

Application Due July 1, 2019

The Trenton Museum Society's Annual Holiday Boutique will be held this year on Saturday, December 7th and Sunday, December 8th from noon to 5 pm.

Attached is the Vendor Application.

- * Please complete the application and email to:
 - o mollys@ellarslie.org
- * Include four digital images of your work and one digital photo of your display area:
 - o Photos are necessary for vendor selection and may be used for advertising purposes.
 - o Please submit a photo of your space and details of your set-up to more effectively allocate limited space.
- Pay the \$10.00 application fee:
 - o **Online** at www.ellarslie.org.
 - OR
 - o **Make checks payable to:**
Trenton Museum Society
PO Box 1034
Trenton, NJ 08606
Attn: Sally Baxter
(Phone: 609-989-1191)

The application **deadline is July 1, 2019**. TMS will confirm your participation once all applications have been processed. Acceptance notifications will be sent out on **July 15th**. Upon acceptance, your \$75.00 registration fee, guaranteeing a space, will be due within 10 days or you will forfeit your space.

We hope that you will take this opportunity to support the work of the Trenton Museum Society and help us have a successful boutique by applying to become a vendor. Please let us know if you have suggestions for improving this annual event.

Sincerely,
Deniece Johnson
Linda Mihok
Co-chairs Holiday Boutique

2019 Annual Ellarslie Holiday Boutique
Trenton City Museum, Ellarslie Mansion in Cadwalader Park
Trenton, NJ



Application due July 1, 2019

VENDOR FEES:

Application Fee: \$10.00 - **must accompany your application**
Participation Fee: \$75.00 - due 10 days after acceptance
Table Rental: \$10.00 - 8' long - subject to availability

Total fee due \$

PAYMENT INFORMATION:

Pay On-Line: www.ellarslie.org

or

Make Checks Payable To:

Trenton Museum Society
PO Box 1034
Trenton, NJ 08606
Attn: Sally Baxter
(Phone: 609-989-1191)

Complete the information below using MS Word. Save the entire form using your own name as the File Name and email it as an attachment. Include the images listed below. Send to: mollys@ellarslie.org

Exhibitor/Business Owner's Name:

Business Name:

Address:

City:

State:

Zip:

E-mail:

Phone Number:

Website:

Craft Category/Media (Please select **one**):

- Fiber Leather Ceramics Glass
Photography
 Jewelry Fine Arts/Graphics Wood/Metal Other

Price range of items you plan to sell \$ to \$.

FOR ADVERTISING PURPOSES, PLEASE INCLUDE A ONE-SENTENCE DESCRIPTION OF YOUR WARES:

Printed and electronic postcards will be available:

- I will pick up printed postcards to send to my customers. Number requested?
- I would like an electronic version of the postcard to send to my client list via email.

POLICIES AND PROCEDURES FOR VENDORS:

- **Images:**
 - Email **4 jpg work images**, and **1 jpg booth image** to mollys@ellarslie.org
 - Images should be **clearly labeled** as follows:
 - **FullName1, FullName2, FullName3, FullName4, FullNameSetup.**
 - Images should be formatted as: 1920 pixels on the longest side
 - baseline (not progressive) jpg;
 - 1-2mg in size; between 72 and 300 ppi; sRGB.
- **Participation fee:** \$75.00 is for a 10-foot space large enough for table space limited to 8 feet. Space will be awarded according to date of accepted applications. **Vendors are encouraged to bring their own tables.** TMS has a limited number of tables available for \$10 on a first come, first served basis.
- **Set up:** Vendors will be responsible for set-up and staffing their own spaces. Set up will be Friday, December 6th from 3 pm – 7 pm, or Saturday December 7th at 10 am (but you must be set up before the noon opening). All vendors are to remain actively participating until breakdown at 5 pm on Sunday, December 8th.
- **Taxes:** All vendors are reminded that they must have a NJ sales tax number to sell merchandise in NJ. Currently the tax is 6.625%. Vendors who have their own tax number will handle their own sales and collect sales tax. Vendors who do NOT have their own tax certificate will be allowed to sell merchandise through the museum store. TMS will not handle sales for you. You will be responsible to complete a TMS sales slip for each customer who will pay for your merchandise at the museum store. Both you and your customer will receive a copy of the sales receipt once the sale has been completed.
- **Additional:** We ask all vendors to contribute 10% of their total sales to TMS. Vendors relying on TMS to process their sales through the store will be paid 85% of their total sales for the weekend by TMS.
- **Cancellations:** Notice of your intent to withdraw from the event must be given as early as possible. We also ask to be notified about cancellations that occur due to last minute emergencies. In case of cancellation after acceptance notice, the booth fee will not be refunded after October 31, 2019.

ONCE ACCEPTED INTO THE ELLARSLIE HOLIDAY BOUTIQUE, I AGREE: To hereby release and forever discharge the Trenton Museum Society and its officers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Ellarslie Holiday Boutique. The Trenton Museum Society will not be responsible for any injury sustained by artists, vendors or guests while within the space designated for the above mentioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products or of any of my other actions at the Ellarslie Holiday Boutique. I further agree to comply with all representations of this application and with all of the conditions and deadline set forth upon acceptance into the Ellarslie Holiday Boutique. I agree to leave my space as I found it, properly disposing of trash and all waste products and removing all of my equipment in a timely manner at the conclusion of the Ellarslie Holiday Boutique. I agree to pay for any expenses the Ellarslie Holiday Boutique may have incurred as a result of my not fully cooperating with the Trenton Museum Society. I give permission to use my photographs for advertising purposes.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Applicant's Name:

Contact Deniece Johnson or Linda Mihok at mollys@ellarslie.org for more information.

FOR OFFICE USE ONLY: Date Received _____ Approved: _____

Amount Paid: _____ Check No: _____ Confirmation Sent: _____
