



Trenton Museum Society – Annual Holiday Boutique November 24 & 25, 2024)
Application Due: September 1, 2024

Application Fee: _____\$10.00 – Due with application; payable online or by check; nonrefundable

Participation Fee: _____\$75.00 – Due within 10 days of your acceptance, payable online or by check; fee includes, if needed and as available, one 8’ table. We encourage you to bring your own table(s), if possible. Please indicate here _____if you will need a table.

Pay online: www.ellarslie.org/holiday-boutique/

Pay by check: Trenton Museum Society Attn:

Holiday Boutique

P.O. Box 1034

Trenton, NJ 08606

Application fee MUST accompany your application. For promotional purposes, please include a one-sentence description of your merchandise and send digital images to: mollys@ellarslie.org

Please print/type clearly and scan/email back OR mail printed copy to address above

Exhibitor/Business Owner Name:

Business Name: _____

Address:

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Website and/or social media:

Primary Category/Medium (Please select one):

Fiber _____ Leather _____ Ceramics _____ Glass _____ Photography _____

Jewelry _____ Fine Arts/Graphics _____ Wood/Metal _____ Other _____

Price Range of items you plan to sell: _____ to _____

All items must be original or prints of the original created by the artist. No buy/sell items will be allowed. Any such item(s) will be asked to be removed.

Please provide a brief description of your work and how you created your item(s):

Digital and print postcards will be available for you to distribute. Please let us know if you would like postcards to send to your customer mailing list Yes No (check one)

Do you prefer to pick up printed cards _____ or receive the digital version _____
(check one)

Logistics:

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- Application fee: \$10.00 must accompany application to be considered. You can pay on-line at: ellarslie.org or send a check to; Trenton City Museum, PO Box 1034, Trenton, NJ 08606, Attn: Patricia Allen
- Images: You must email product photos to be considered: 4 jpgs of product samples, and 1 jpg of booth to mollys@ellarslie.org. Clearly title each jpg with: Your Full Name (and image number), Your Full Name Booth Setup. Format as described: 1920 pixels on the longest side; baseline (not progressive) jpg; 1-2MB in size; between 72 and 300 ppi; sRGB.
- Participation Fee; \$75.00 is for a 10-foot space to accommodate a table up to 8 feet.
- Tables: Participants are encouraged to bring their own tables. However, your \$75 participation fee does include up to one 8' table. Space will be assigned in order of accepted applications.
- Set-up: Each exhibitor will be responsible for set-up and staffing of their space. We will arrange for set-up as we near the boutique dates. Set-up is scheduled for Friday, November 23rd, from 3pm - 7pm, or Saturday, November 24th, beginning at 10am. **Set-up must be finished before the noon opening.** All exhibitors are to remain actively participating until breakdown at 4 pm Sunday, November 25th.
- Taxes: All exhibitors are reminded that they should have a NJ sales tax number to sell merchandise in New Jersey. Exhibitors who have their own tax number can manage their own sales and collection of sales tax. Exhibitors who do not have their own tax certificate will be allowed to sell merchandise through the museum store by completing 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 information: We ask all exhibitors to contribute 10% of their total sales to TMS. Exhibitors relying on TMS to sell their items through the store will be paid 85% of their total sales for the weekend.
- Cancellations: Notice of your intent to withdraw from an event must be given as early as possible. The participation fee will be returned according to these dates: Up to October 30 – 50% refund – After October 30 no refund will be given. We also ask to be notified about cancellations that occur due to last-minute emergencies. In case of cancellation after acceptance notice, the participation fee will not be refunded.



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***Please review the following statement and sign and date below:*

ONCE ACCEPTED INTO THE ELLARSLIE HOLIDAY BOUTIQUE, I AGREE: To hereby release and forever discharge the Trenton Museum Society and its officers and from any responsibility, personal liability, claims, losses 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, exhibitors, or guests while within the space designated for the above mentioned, 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 deadlines 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.

Applicant Name:

Applicant Signature:

Date:

Holiday Boutique Contacts:

Patricia Allen and Deborah Gorczycki, Store Committee Co-Chairs

mollys@ellarslie.org

~For Office Use Only~

Amount Paid: \$ _____ Check No: _____

Confirmation Sent: _____ Yes _____ No Date: _____