



August 16, 2016

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 after the City of Trenton reduced their support. As with many cultural institutions, we now rely on artists, craftspeople, and patrons to help us 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 open to the public on December 3, 10 am – 5 pm and on December 4, 11 am – 5 pm. We will have promotional postcards available for you to advertise the event. We ask that you email two digital images of your work to [tms@ellarslie.org](mailto:tms@ellarslie.org) by September 12 to be used for advertising and promotions.

If you are interested in participating this year, please review the attached information packet and application. The deadline for submitting the application, including the emailed digital photos of your work, is September 12, 2016. There are a limited number of available spaces, so please submit early to ensure your spot. Confirmation of acceptance will be sent to you by September 19, 2016.

Please contact Sally Baxter at [SallyTMS@comcast.net](mailto:SallyTMS@comcast.net) or Jean Shaddow at [shaddow649@verizon.net](mailto:shaddow649@verizon.net) for more information.

We hope that you will join us in making this another successful Ellarslie event.

Sincerely,

Sally Baxter  
Co-Chairs

Jean Shaddow

# Trenton Museum Society

## Ellarslie Holiday Boutique

### 2016 VENDOR INFORMATION & APPLICATION

The Ellarslie Holiday Boutique will be held this year on Saturday, December 3, 10 am -- 5 pm and on Sunday December 4, 11 am -- 5 pm.

#### Vendor Application Process:

Attached is the Vendor Application. Please complete the application, including a brief description of your wares for advertising purposes, and return it to the listed address along with your application fee. In addition, please email a few digital images of your work to [tms@ellarslie.org](mailto:tms@ellarslie.org) for advertising purposes. To be guaranteed a space and be included in any TMS advertising, the application deadline is September 12. After the deadline we may still accept vendors if space is available, however, we will be unable to maximize publicity if you submit after the deadline. TMS will confirm your participation once the applications have been processed (by September 19).

#### Vendor Policies and Procedures:

1. All vendors are charged a participation fee of \$75.00 for an 8' rectangular table sized space. Vendors are encouraged to bring their own tables. The TMS has a limited number of tables available for \$10 on a first come, first served basis.
2. Set up will be Friday, December 2 from 3 pm – 7 pm. Vendors will be responsible for set-up and staffing their own spaces. Spaces must be staffed during the boutique hours until breakdown at 5 pm on Sunday December 4.
3. Vendors are reminded that they must have a NJ sales tax number to sell merchandise in NJ. 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 for completing a TMS sales slip for each customer who will pay for your merchandise in the museum store. Both you and your customer will receive a copy of the sales receipt once the sale has been completed.

In addition to the entrance fee, we ask the vendors selling their own merchandise to contribute 10% of their total sales to the TMS. Vendors relying on TMS to sell their items through the store will be paid 85% of their total sales for the weekend by TMS.

We hope that you will take this opportunity to continue to support the work of the Trenton Museum Society and help us have a successful boutique by becoming a vendor. Please let us know if you have suggestions for improving this annual event. Please return your application form by September 12, 2016.

**APPLICATION  
DUE SEPTEMBER 12, 2016**

Vendor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Tax Number (if applicable) \_\_\_\_\_

Description of wares \_\_\_\_\_

Participation Fee: \$75.00

Table Rental: \$10.00 8'long \_\_\_\_\_ (subject to availability)

Total Fees Due: \$ \_\_\_\_\_

Payment Information: MAKE CHECKS PAYABLE TO: **Trenton Museum Society**

Mail to: **The Trenton Museum Society**  
P.O. Box 1034  
Trenton, New Jersey 08606  
Attn: Jean Shaddow or Sally Baxter

**Payment must accompany your application. Email digital images to [tms@ellarslie.org](mailto:tms@ellarslie.org).**

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

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Contact Sally Baxter at [Sallytms@comcast.net](mailto:Sallytms@comcast.net) or Jean Shaddow at [shaddow649@verizon.net](mailto:shaddow649@verizon.net) for more information. Or phone: 609-989-1191

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FOR OFFICE USE ONLY: Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason: \_\_\_\_\_

Space Assignment \_\_\_\_\_ Amount Paid \_\_\_\_\_ Confirmation Sent \_\_\_\_\_

Check # \_\_\_\_\_ Notes: \_\_\_\_\_

The agreement made and effective the \_\_\_\_\_ day of \_\_\_\_\_, **2016**