



# New Vendor GUIDELINES

NOVEMBER 1-2, 2019

**FRIDAY**  
9 a.m to 5 p.m.

**SATURDAY**  
9 a.m. to 4 p.m.

## Jury Process

- All vendors and products will be subject to a jury process.
- The number of people selling the same items will be limited.
- Each participant will be limited to two booth spaces.
- **Only when you have received your acceptance notification will your booth fee and additional registration information be due.**

## Jury Process for **NEW Vendors**

- New vendors are to return the vendor inquiry form and pictures by **May 13**.
- Jury Committee will meet between **May 14 - 16**.
- Letters will be mailed to juried vendors on **May 21**.
- Please return your Acceptance Application and fee by **July 2** to assure a booth. After that date you no longer have a guaranteed booth in the festival.
- If we have not received your information by the above date, your inquiry will be processed on the following timeline.

## 2nd Jury Process for **NEW Vendors**

- New vendors are to return the vendor inquiry form and pictures by **July 9**.
- Jury Committee will meet between **July 10-12**.
- Letters will be mailed to juried vendors by **July 16**.
- Please return your Acceptance Application and fee by **August 22** to assure a booth. After that date you no longer have a guaranteed booth in the festival.
- Following the above timelines juried items will be reviewed on a timeline at the discretion of the committee.

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# The Craft Market

- 33rd Annual Holiday Craft Market sponsored by the Kent Senior Activity Center and the City of Kent.
- The Market features approximately 70 vendor tables with unique specialty gifts. This Market provides great community exposure, total sales profit and networking with other artisans.
- Lunches will be available for hungry shoppers and vendors to purchase.
- Holiday music creates a festive atmosphere throughout the Craft Market.
- The Senior Center Fundraiser Bake Sale will have an abundance of homemade baked goodies and treats.

## Presentation Suggestions

How you present your craft will help the jury process. Remember that your goal is to have the jury select your items from the hundreds of applications. These suggestions will help you in any jury process.

### When submitting photos:

- Use a high resolution photo.
- Remember to minimize the background distraction. You are trying to show your craft not the background. Clean crisp backgrounds will help highlight your item.
- Use adequate lighting. Dark photos or indistinct photos distract from the purpose of the photos
- Print on photo paper.

### If submitting actual items:

- Please bring items to the Senior Center marked with your name. Please bring 4-6 items that demonstrate your work.
- For new vendors, please bring items in between **May 10-13** and pick up **May 17-21** OR please bring items in between **July 6- 9** and pick up between **July 13-16** during business hours.

**Complete the inquiry form as thoroughly as possible.**

**Remember, this is your opportunity to make your craft shine!**

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## Registration Fees

- A fee of \$105.00 includes an approximately 8' space, 6' or 8' table (depending on location), and 2 chairs (space size may vary slightly depending on location).
- Additional \$5.00 fee for electricity.
- **Do not send your registration fee until you receive notification of acceptance.**

## Guidelines

- All items must be handcrafted. Items made from kits or items that are commercially manufactured are not considered handcrafted, and therefore, are not acceptable.
- Food and second-hand items are not acceptable.
- Booth set-up will be:  
Thursday, Oct. 31 ..... 1 - 4:30 p.m.  
6 - 8 p.m.  
  
Friday, Nov. 1 ..... 7 - 8:30 a.m.
- All vendors must commit to stay both days until the Craft Market closes.
- Booth takedown will be from 4 p.m. to 6 p.m. on Saturday, November 2, 2019.

### HAVE QUESTIONS OR WANT MORE INFORMATION?

Contact Cindy Robinson  
at 253-856-5150 or  
crobinson@KentWA.gov

#### KENT SENIOR ACTIVITY CENTER

600 E. Smith St.  
Kent, WA 98030  
253-856-5150

#### Regular Business Hours

8:30 a.m. to 4:30 p.m.  
Monday to Friday

[www.KentHolidayCraftMarket.com](http://www.KentHolidayCraftMarket.com)





# HOLIDAY *Craft* MARKET

## NEW VENDOR JURY INQUIRY FORM

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Website: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: (     ) \_\_\_\_\_ Secondary Phone: (     ) \_\_\_\_\_

**I understand that all items are to be handmade, not from a kit. I state that my items are handmade, and realize that if my items are found to be commercially manufactured, either those items or entire booth will be removed from show at vendor's expense.**

**(See guidelines for handmade definition.) Please initial:** \_\_\_\_\_

Booth description (this is to assist us in booth placement if accepted): \_\_\_\_\_

\_\_\_\_\_

List other craft shows, galleries or outlets where you have sold your items: \_\_\_\_\_

\_\_\_\_\_

Any additional information you would like the committee to know: \_\_\_\_\_

\_\_\_\_\_

*(CONTINUE ON BACK)*



# NEW VENDOR JURY INQUIRY FORM (CONTINUED)

Description of all items to be sold including price: \_\_\_\_\_

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Where did you hear about our Craft Market? \_\_\_\_\_

If accepted, number of booth spaces (max. 2):     1     2

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I assume all risks and hazards of the conduct of the program and release from responsibility any person providing transportation to and from activities. In case of injury or damages, I do hereby release and hold harmless the City of Kent, its elected and appointed officials and employees, the organizers, sponsor, supervisor or any volunteer connected with the program from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the program. In the absence of signature, payment of fees and participation in the program shall constitute acceptance of the conditions set forth in the release.  
I grant full permission to use any photographs, videotapes, motion pictures, recordings or any other record of this program for any City of Kent informational or promotional use. The City of Kent is not responsible for loss or damage due to theft.  
I have read, understand and agree to operate under the established rules and regulations of the Holiday Craft Market.

Signature of Participant: \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form with pictures and description.

**Send jury form and photos to**  
Kent Senior Activity Center,  
600 E. Smith St., Kent, WA 98030  
Attention: Cindy Robinson  
Phone: 253-856-5150 or 253-856-5162  
E-Mail [crobinson@KentWA.gov](mailto:crobinson@KentWA.gov)

<b>OFFICE USE ONLY</b>	
Date received:	_____
Accepted:	_____ Waitlisted: _____
Date notification sent:	_____