



A Donor & Visitor Supported Nonprofit Institution

February 2016

Dear Artisan,

The Wenham Museum cordially invites you to apply for participation in our **45<sup>th</sup> annual holiday event and fundraiser, the Wenham Museum Sleigh Bell Holiday Fair**, to be held November 18 and 19, 2016, at the Wenham Museum in Wenham, Massachusetts. Our reputation as a wonderful source for unique and high quality hand-made items for adults and children is reflected in the increasing turnout from area communities each year.

**ELIGIBILITY:** The **Wenham Museum Sleigh Bell Holiday Fair** is open to artists in all hand-made crafts and arts. Items from commercially sold kits, wholesale items (other than some food products), or mass produced items are not considered hand made and are not eligible. Artisans who have been accepted into any Wenham Museum craft fair during 2015 do not have to submit photos of their work with their application for **work of the same nature** as juried in the past. The museum reserves the right to limit categories that are oversubscribed and will remove any work deemed unacceptable without refund.

**PUBLICITY:** Please have JPEGs available for publicity sent to the museum's Director of External Affairs, Peter Gwinn, at [peter.gwinn@wenhammuseum.org](mailto:peter.gwinn@wenhammuseum.org).

**APPLICATION PROCESS:** Application must be accompanied by a completed entry form, a check payable to the Wenham Museum, at least three (3) photos of the work you intend to show (and, in some instances, samples) or a website address. Please enclose a **legal size** self-addressed stamped envelope. Entries are juried on a first-come basis and **will be accepted until all spaces are filled**. Certain categories, such as jewelry, will fill quickly. We will promptly notify *only* those crafters who are NOT accepted for the show. **Incomplete applications will not be juried.**

**FORMAT FOR 2016:** We provide a table with a white linen covering; you will have approximately **5 feet of space**. If you need electricity or wall space for hanging items, please indicate as such in the attached application. In order to ensure an attractive layout, the museum staff may mix items together as needed. Extra inventoried stock may be stored under the tables. No signs or flyers other than your business card may be displayed. All merchandise **must be ticketed with our POS price sticker**, which will be provided to you upon completion of your inventory list on the form that will be provided to you in the weeks before the sale. Inventory lists are due November 1, 2016.

**COST:** The **entry fee** is \$95.00 if you are present for both days, or \$125.00 for absentee crafters. Space at the \$95.00 fee is limited and no more than one crafter per entry may be present. Seating in this venue is limited and seating may not block access to any table or aisle. Jewelry crafters must be present at all times. **In addition, artisans donate 20% of their two-day sales to the Wenham Museum.**

**HOLIDAY PARTY: FRIDAY, NOVEMBER 18, 2016**

A Holiday party on Friday evening welcomes our Board of Directors, their invited guests, supporters of the museum, and members for cocktails, hors d'oeuvres, and holiday shopping. Crafters receive one free pass to this event for a guest (who may not sit at your table unless you are absent).

**\*\*ARTISAN SET-UP – NEW FORMAT THIS YEAR\*\*:** All items for the fair are to be brought to the museum beginning Thursday, November 17, between 10 a.m. and 4 p.m. at a pre-assigned time OR the morning of Friday, November 18 from 8 a.m. to 10 a.m.

**Absentee Crafters:** You will be responsible for a signed inventory check-in only if you are an absentee crafter. **Absentee crafters must set up on Thursday, November 17 between 10 a.m. and 4 p.m.** so that museum staff has adequate time to count your inventory. Absentee crafters must have all inventory ticketed with the museum's POS label, which can be provided in advance if we have your inventory sheet on time (by November 1, 2016).

**Non-absentee Crafters:** All other crafters are responsible for their own inventory, but must submit the inventory sheet for our records and retail price verification.

Sales are calculated from actual sales slips and not from your inventory count. Items will be paid for at one central checkout and the museum accepts responsibility for accepting credit cards and checks. Final payment to the crafter is mailed in the stamped, return envelope you have provided, minus the 20% donation plus Massachusetts sales tax, if applicable. (The museum does not accept responsibility for submitting the sales tax on your behalf for this fair.)

**SHOW HOURS:**

Friday November 18, 2016: 11:00 a.m. – 4:00 p.m.  
Holiday Party: 6:00 p.m. – 8:30 p.m.  
Saturday November 19, 2016: 10:00 a.m. – 4:00 p.m.

**Festive holiday attire is required during all show hours.**

Please complete the enclosed application, as early acceptance begins immediately. **Crafters are juried and accepted on a rolling basis with regard to assortment and duplication.** We look forward to your participation.

Please call with any questions you may have.

Sincerely,

Hillary Holmes  
(978) 468-2377, ext. 110  
hillary.holmes@wenhammuseum.org



A Donor & Visitor Supported Nonprofit Institution

**Wenham Museum Sleigh Bell Holiday Fair**  
Friday, November 18, 2016 – Saturday, November 19, 2016

**Application**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

E-Mail \_\_\_\_\_ @ \_\_\_\_\_

Description of Art/Craft, including **price points** and other fairs where you participate during the year:

---

---

---

---

**COST:**            \$95.00 –Application Fee with crafter participation (limited # at this fee)  
                      \$125.00 – Application Fee for absentee crafter  
**SAVE \$10.00 IF PAID BY APRIL 1<sup>ST</sup>; NO REFUNDS AFTER MAY 1<sup>ST</sup>..**  
                      In addition, artisans donate 20% of their 2-day sales to the Wenham Museum.

Check all that apply:    \_\_\_\_\_ I would like access to electricity.  
                                  \_\_\_\_\_ I need wall space because I have items that need to be hung.  
                                  \_\_\_\_\_ Additional needs: \_\_\_\_\_

*Continues on next page...*

Please return:

1. Your completed application
2. Signed Artisan Agreement
3. Check for Application Fee – payable to Wenham Museum
4. Three (3) or more photos, samples, or website showing a representation of your work
5. **Stamped self-addressed legal envelope**
6. **JPEGS for publicity to [peter.gwinn@wenhammuseum.org](mailto:peter.gwinn@wenhammuseum.org)**

Mail To:

**Wenham Museum  
132 Main Street  
Wenham, MA 01984  
Attn: Holiday Fair Application**

All applicants will be notified of their status on a rolling basis. Any entry which does not include all of the above will be considered incomplete and will not be reviewed until receipt of all required items.