

**Florence Thomas Art School Holiday Market  
Vendor Application Packet**

***Information***

**Holiday Market Date:** Saturday, December 5, 2026 from 10:00 am to 4:00 pm

Florence Thomas Art School is hosting a Holiday Market! Interested local art and craft vendors must fill out the Vendor Application Form to be considered. We anticipate a high volume of applications and, therefore, will be unable to accommodate all vendor applicants.

Florence Thomas Art School is a juried gallery. The considered artwork/products must be the artist's own original creations and present a professional appearance. Each piece is evaluated for artistic merit, creativity, originality, technical skill, and the proportion of handmade components to ensure it aligns with the standards and mission of the school.

Vendor spaces: \$25 each

Two (2) tables (2.5' x 4') and two (2) chairs will be provided for each vendor. If you would like to supply your own table set-up, you must indicate that in your application. Vendors must be on-site with their table.

For the application to be considered, the entire Vendor Application Packet must be completed. This includes:

- Vendor Details Form
- Terms and Conditions Form
- Mailed or emailed images or website link showing your artwork/product(s)

The Vendor Application Packet is **due by November 2** to be juried for the Holiday Market. Applicants will be notified of acceptance or deferral by November 9. Accepted vendors must make payment by November 16.

Submit completed packets in one of three ways:

1. Email to McCartney Piner at [mccartney.ftas@gmail.com](mailto:mccartney.ftas@gmail.com).
2. Drop off in person at Florence Thomas Art School.

Email McCartney Piner ([mccartney.ftas@gmail.com](mailto:mccartney.ftas@gmail.com)) with questions.

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***Vendor Details Form***

Name: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Social media & website: \_\_\_\_\_

Type of artwork/product(s):

\_\_\_ Painting      \_\_\_ Drawing      \_\_\_ Sculpture      \_\_\_ Pottery

\_\_\_ Textiles      \_\_\_ Woodworking      \_\_\_ Jewelry      \_\_\_ Decor

\_\_\_ Food items (please list): \_\_\_\_\_

\_\_\_ Other items (please list): \_\_\_\_\_

List of items to be sold: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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***Terms and Conditions Form***

**1. Set Up and Break Down**

All vendors must be set up and ready to sell by 10:00am on December 5. Vendors may begin setting up at 8:30am. Break down can start no sooner than 4:00pm and must be completed by 5:30 pm. No vendor is to close before the official closing time unless they run out of merchandise.

**2. Staffing**

Vendor tables must be manned at all times until the Holiday Market is closed. Florence Thomas Art School is not responsible for merchandise or display materials.

**3. Vendor Items**

Each vendor is required to submit images/website links of their artwork/product(s) with the Vendor Details Form. Florence Thomas Art School reserves the right to remove items that are considered inappropriate. No open flames, profanity, tobacco or alcoholic items/references, or suggestive material are permitted.

**4. Acceptance**

Florence Thomas Art School reserves the right to decline any application for vendor space if it deems such action to be in the best interest of the Holiday Market.

**5. Vendor Responsibility**

The vendor is fully responsible for any loss or damage to their property by theft, fire, or casualty. Florence Thomas Art School expressly disclaims any responsibility for the same. The vendor is responsible for any damage which may be incurred to the facilities as a result of or in connection with vendor operation. The vendor is responsible for the conduct of their employees/representatives, and activities must not detract from the image or welfare of Florence Thomas Art School and the Holiday Market.

**6. Vendor Space**

Vendor spaces will be assigned by Florence Thomas Art School staff. Placement, flow, and competition will be taken into consideration to provide the best experience for customers and vendors alike. If you have special space needs, please include your request with the Vendor Details Form and we will make every effort to accommodate you. Spaces are reserved on a first come, first served basis. The vendor must ensure that none of their display equipment—including rails, stands, and other equipment—extends beyond the space they have been allotted.

**7. Direct Sales**

Money collected on-site by vendors is the responsibility of the vendor. Guest internet access is available to vendors for using PayPal, Square, Venmo, or any other third party payment process.

**8. Payment**

The full payment is a non-refundable registration fee for the assigned space and is due on November 16 for accepted vendors.

**9. Music**

Music will be provided throughout the space by Florence Thomas Art School.

**10. Table and Chairs**

Two (2) tables (2.5' x 4') and two (2) chairs will be provided for each vendor. If you would like to supply your own table set-up, you must indicate that in your application.

**11. Cancellation of Space**

Registration fees are non-refundable. Florence Thomas Art School is not liable if weather or other conditions prevent vendors from attending and fulfilling their contractual obligation during the Holiday Market. No refunds will be made for weather, accident, health, or other causes for non-participation.

**12. Indemnification**

Vendor agrees to indemnify and hold harmless Florence Thomas Art School from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including any attorney's fees, arising out of or related to the operation of the Holiday Market.

**13. Works on Consignment**

Works currently held on consignment at Florence Thomas Art School may not be sold without a gallery commission during the Holiday Market. Current consignment artists may bring similar works to the Holiday Market, but are expected to honor their consignment agreements with works already entered into the Florence Thomas Art School consignment system.

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Name (printed)

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Signature

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date