

August 18, 2017

Hello once again, new friends and old!

Thank you for your interest in the 54th Annual ASUNM Arts and Crafts Fair! This year we are excited that the Craft Fair is scheduled for the last week of November and the beginning of December. This timing lends itself more to holiday sales, and so, we will emphasize a holiday theme in our advertising efforts. As always we are committed to creating a well-organized, exciting event that will draw the attention of the UNM and Albuquerque communities.

All vendors participating in the event will receive 20 professionally printed full color postcards advertising the event, which they can customize with their company information on the blank side. In addition, we also offer downloadable digital flyers on our website and Facebook page. We hope that this will be mutually beneficial for all vendors involved. Put them up in coffee shops, hand them out at other events you participate in, or give them to family and friends!

As a reminder for vendors new and old, this fair is juried based on the strength of the photos you send. Please make sure that your photos are large and clear so that we can see the details of your pieces clearly. Also, be sure to capture an accurate presentation of what you plan to sell. If you make hand beaded jewelry and knitted scarves, do not send us pictures of scarves and only show up with jewelry! We want to see ALL of what you create. Working in a wide variety of media and styles only improves your chances of being accepted. If you are sharing a booth space with another artist, you must submit photos and artist statements for each vendor present.

For those vendors that participated last year, we know that load-in had some hiccups and did not go as smoothly as it did in previous years. Since Disco Display House who had provided booths for us before closed, this was our first year working with a new company. The fair setup can be a bit confusing for brand new eyes so this year we ensure you that we will work out all details with this year's company and make load-in will go as smoothly as possible. We understand how important load-in is to the vendors to get their booths set up.

We look forward to seeing you all this year! The 54th ASUNM Arts and Craft Fair looks to be as exciting as years past. We will do everything in our power to makes sure it is!

All applications are due to the studio, complete with full payment by 5pm on Wednesday October 4th.

Jordyn Bernicke
Executive Director of the ASUNM Arts and Crafts Studio

Victoria Cereceres
Assistant Director of the ASUNM Arts and Crafts Studio

ASUNM Arts and Craft Studio
Student Activities Center Box 126
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Albuquerque, NM 87131
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Fair Information

The Arts & Crafts Fair will be held Wednesday November 29th through Friday December 1st from 10am-6pm each day. Vendors will load in the evening of Tuesday November 28th. The fair will be held on UNM campus in the Student Union Building (SUB) in Ballrooms A, B, and C. Vendors are allowed access to the ballrooms each day at 9:00am. Security will be provided from 6pm-SUB closing hours each day. Booth spaces are 8x8ft single and 8x16ft double. Booths include one 6ft table, 2 chairs, and a name sign. Pipe and drape color will be announced in the acceptance letters. Any other booth materials brought by the vendor (shelving, displays, tables, etc.) must fit within the assigned booth space. No exceptions can be made.

Jurying Process

A panel of fair coordinators will jury the ASUNM Arts and Crafts Fair in order to ensure the quality and diversity of merchandise. Thus the style, medium, category, and price will be considered in the jurying process so that there is a wide range of products available to our customers. This process will also eliminate commercially produced and imported goods. Incomplete applications will not be considered for jurying. **All applications are due by 5pm on Wednesday October 4th.**

UNM Student Vendors

Current UNM Undergraduate students receive a discounted booth price. Student applications must contain a current class schedule showing that the vendor is registered for at least 6 credit hours. Student vendors are responsible for being at, or ensuring that there is someone present at their booths the entirety of the event. Students will be asked to provide the contact information of anyone who will be staffing their booths while they are in class.

Parking

We offer a prorated parking passes at \$30 dollars for three days of parking. Vendors can purchase parking passes with their application. We have a limited number of passes so they are available at first-come first-serve basis. Parking passes cannot be purchased from us the week of the fair. Parking passes will be given out during load-in, they can be found in your sealed welcome packet at your booth. Vendors with handicap parking permits can park for free at any handicap space on UNM campus.

Payment

Applicants must enclose full payment of all vendor fees to be eligible for jurying, no exceptions.

Refunds and Cancellations

Cancellations made before **November 3rd** will be refunded the full amount of all vendor fees. Any cancellations made after this deadline will not be refunded. Student Refunds may be processed through their bursar's account. As per UNM policy, non-student refunds require the vendor's social security number. Refunds may take up to 6 weeks.

If there are remaining booth spaces after jurying is complete, applications will be accepted and juried on a rolling basis until all spots have been filled. When all spots are filled, a waiting list will be made available. Late applications remain subject to the same refund deadline stated above.

Booth Spaces and Assignment

Booths will be assigned by the order that applications were received, product types, and electricity needs. Electricity is only available to booths along the wall. **HOWEVER** each booth does not have a designated outlet. Vendors who need electricity must come prepared to share outlets by bringing their own power strips, extension cords, etc. Select your three booth preferences using the provided map and list your choices in the application. There is no need to return the map with the application it is yours to keep. Booth spaces are not guaranteed and are made at the discretion of the staff with your request in mind.

Confirmation

All applicants will be notified of the status of their application. Confirmation letters will be mailed October 11th. Accepted applicants will receive an additional information packet containing information about load in/out procedures, booth assignments, and electricity.

Fair Policies

Vendors are required to be in their booths for the duration of the fair. Unattended Booths will be noted and vendors may be asked to leave the fair without refund.

Commercial goods, imported goods, and items not made by the vendor or their company are strictly prohibited.

Sale pricing and trade show tactics are not tolerated. Vendors should refrain from using any "discount" or "sale" language while at the fair.

Vendors who misrepresent their work, their student status, their identity, or repeatedly fail to follow fair policies and staff instruction, may be asked to leave and be rejected from future acceptance into the craft fair. Their fees will not be refunded.

Any questions or concerns during the fair should be directed towards the ASUNM Arts and Crafts Studio booth stationed outside the entrance to the ballrooms.

Important Dates

- **October 4th: application deadline**
- **October 11th: confirmation letters mailed**
- **November 28th: load in**
- **November 29th-December 1st: fair dates**

Vendor applications must include the following to be accepted:

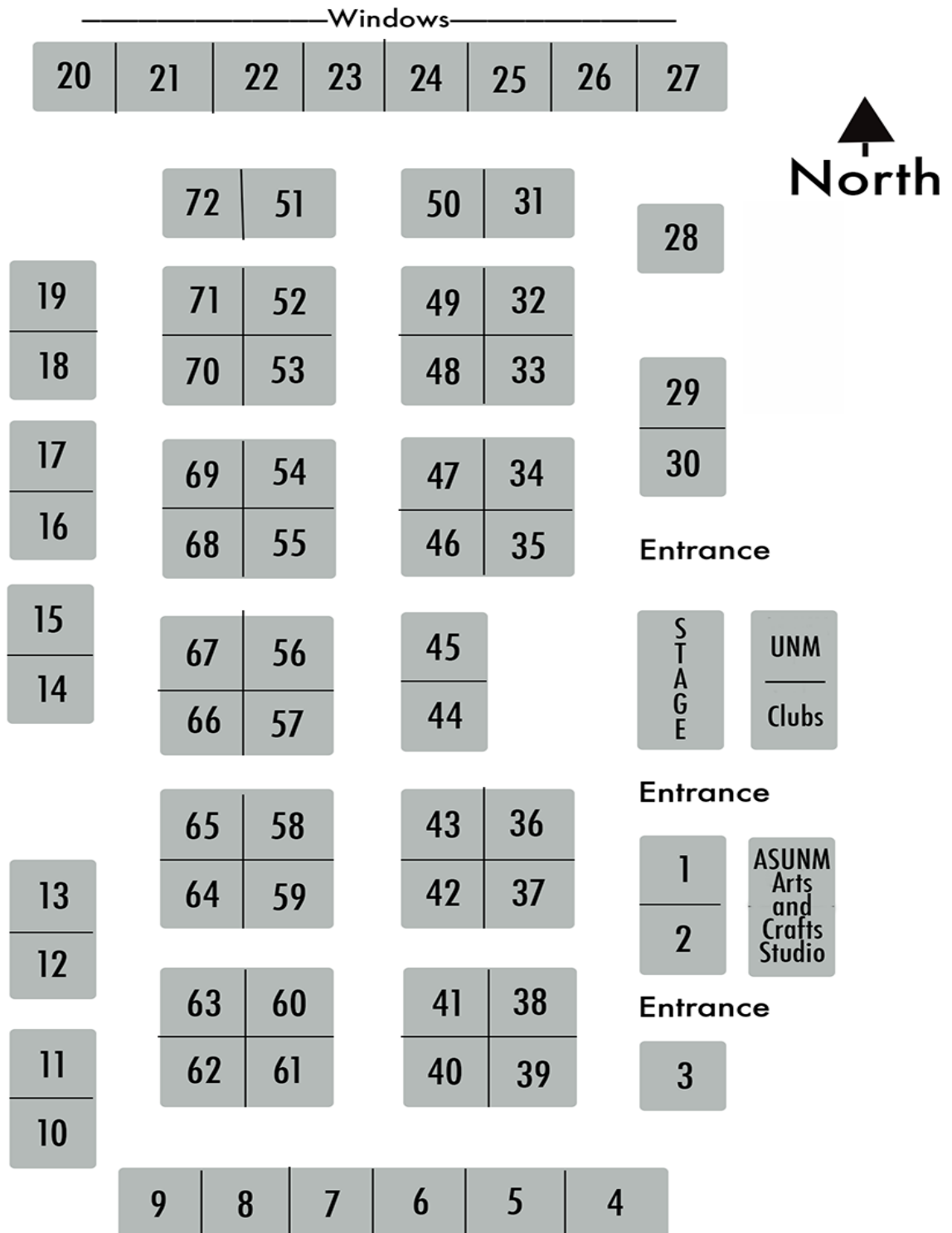
- **Complete, legible, signed application**
- **At least three photos, showing sale items and the process by which they were created**
- **Full payment for all applicable fees**
- **Current UNM schedule if student**
- **Brief vendor bio/description**

Again we are appreciative of your interest in the 54th Annual ASUNM Arts and Crafts Fair. With your cooperation and the wonderful, creative, and unique pieces you produce, we hope to make this year's craft fair a great success!



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Student Activities Center Box 126 MSC03-2210
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Fair Map



54th Annual ASUNM Arts and Crafts Fair Application

Full Name _____

Company Name _____

(Company name as you want it to appear on the program and booth sign)

Address _____

Phone _____

Email _____

Website _____

Please circle the categories that best describe your products:

Basketry Prints Painting/Drawing Glass Photography Soaps/Bath Candles Fibers Jewelry Ceramics Metals

Wood Clothing Furniture Sculpture Other (be specific) _____

Please circle the average price range of your items (circle all that apply, or specify)

\$5-25 \$30-50 \$60-80 \$100+ _____

List three desired booth placements in order of preference _____

Additional Materials

Prospective vendors must attach at least 3 photos of their completed products and their process, which should clearly indicate that the products are handmade by the person(s) applying to vend. Applications without photos will not be processed. We are not able to return photos. Colored copies or duplicates are suggested. Photos should represent all types of products that will be sold.

Vendors may email photos, but it is their responsibility that they are a high enough quality for jurying and that they arrive before or at the same time as their application.

Include a brief description of your work explaining the process by which you make items, and any other details you find pertinent to your company. Applications without this information will not be processed.

Student vendors must attach a current class schedule as proof that they are registered as Fall 2017 undergraduate students.

Student applications will not be processed without this information. Any applicant found to be misusing a student ID will not be accepted into the fair or may be asked to leave during the event.

PLEASE ENCLOSE FULL PAYMENT FOR ALL ACCEPABLE FEES

UNM Student Booth \$55 ___ General Booth \$110 ___ Number of Booths ___

Optional Services: Parking Pass \$30/3 days ___ Electricity \$10 ___

Total _____

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By signing below, I certify all items pictured in the attached photos, and that I plan to sell are handmade by my company and me, and that I have read and

agree to abide by the terms and rules mentioned in this application packet, and agree to abide by further policies, rules, and instructions given in written or verbal form by the ASUNM Arts and Crafts Studio Staff.

Vendor Signature _____

| | |
|---------------------------|--------------------|
| STUDIO USE ONLY: | |
| Date Received _____ | SGAO _____ |
| Amount _____ | Cash / Check _____ |
| Student: Yes _____ | No _____ |
| Single _____ | Double _____ |
| Parking _____ | Electric _____ |
| Booth Assignment(s) _____ | |
| Accepted: Yes _____ | No _____ |