



Dear Little Red Wagon Artisans,

We are so pleased by the continued success of our sweet annual holiday show! We will be returning to our new, airy location at the Triphammer Marketplace on December 10+11, 2022.

At the moment, we are proceeding as if the show will go on in December as planned, but we will always keep you posted and be flexible as the pandemic is still an ongoing concern.

Here is some important information:

- Show dates are Saturday and Sunday, December 10 and 11, 10-5 both days. You can apply for one or both days.
- Space is limited, and applications will be juried by an independent group. We will do our best to fit everyone in, but as the show grows in popularity and applications increase, that becomes tricky.
- Set-up will be on Saturday and Sunday morning. The building is not locked, so you can arrive at anytime. We recommend bringing a hand truck or cart.
- There are two space options, 8'x6' or 6'x6'.
- Access to electricity is very limited, there are only three outlets in the entire space. Make a note if you must have access to electricity, but otherwise know that there is ample overhead natural light.
- The entry fee is going up slightly, based on a rent increase and how last year's budget shook out – this will allow us to have security on Saturday night! We wish to put as many resources as possible into our extensive advertising and vendor amenities, but we also wish to keep this a reasonable and affordable show.
- Please note that you will need to bring all of your own tables, chairs, and booth infrastructure.
- We would love some volunteers to help with set-up and tear-down. If you are interested, check that box on your application.

Please return the attached application sheets by mail by August 31. We need the actual physical paperwork to make our process easier. Notice of acceptance will go out in early September. Accepted vendors will be expected to pay the entry fee (cash or check only) by September 30 or forfeit their spot.

Late applications will automatically go on the waiting list. In the event that you must cancel, full refunds will be available until November 10. No refunds are available for cancellations after that date.

Thank you for your application – and we are really looking forward to an amazing show!

Christi and Jill
littleredwagonartisans@gmail.com

Little Red Wagon Vendor Application 2022

Name:

Business Name:

Email:

Phone:

Mailing address:

Website:

Instagram:

Category: Artisan Prepared Food Winery or Brewery

All vendors must have a tax ID # and are responsible for collecting their own sales tax. Food and beverage vendors will need to add the Triphammer Marketplace as “additional insured” on their business insurance policy, and wineries and breweries must have a license to pour. We will require copies of both of these for the building manager’s files.

Please describe briefly what you will be bringing to sell. All items must be handmade, not from kits, and be exclusively your own work. We may use this text for promotional purposes.

Please check your preferred days and booth size (read carefully). We will do our best to accommodate your preferences, but might ask for some flexibility:

- 6’x6’ both days \$110
- 6’x6’ Saturday only \$65
- 6’x6’ Sunday only \$50
- I am flexible, if needed!

- 6’x8’ both days \$135
- 6’x8’ Saturday only \$80
- 6’x8’ Sunday only \$60

IMPORTANT: Please email three representative images of your work to both **littleredwagonartisans@gmail.com** AND **JillRHoffman@gmail.com**. These will be used for both jurying and promotional purposes. Because we’ll be presenting these pictures to our online audience, we ask that you provide images that are clear, attractive, good-quality photos. Natural light for product photography is preferred but not required.

Anything about your set-up that we should know, such as high walls, electric needs, neighbor requests, center aisle request, etc:

I am willing to help set up on Friday night tear down and clean up on Sunday night

Please read and sign:

I understand that I am responsible for collecting and remitting my own sales tax. I also understand that I am responsible for my own insurance, and the Little Red Wagon Artisans, LLC, is not responsible for any loss or damages.

I understand that payment of my booth fee to **Little Red Wagon Artisans, LLC**, will be expected by September 30, 2022 if I am accepted, or my spot will be forfeit.

signed: _____

date: _____

Send this form by mail to
Little Red Wagon Artisans, PO Box 195, Brooktondale, NY 14817

Checklist:

- completed and signed application*
- preferred days and booth size checked*
- email 3 images of your work to both LRW and Jill*

Your application will not be considered complete if the items above are not recieved by August 31, 2022.