



**Holiday Artisan Market Application Form**

Chicago artists and artisans are invited to apply for Jahn’s Annual Holiday Artisan Market. This Market showcases all artisans as well as those within the Jahn community: parents, staff, alumni, students, and friends. **ALL** categories of goods are welcome.

The 2017 Holiday Artisan Market will be held at Jahn during our North Pole Event on **Saturday, December 9<sup>th</sup> from 10 AM – 5 PM.**

Please complete and submit the application below along with a \$25.00 non-refundable application fee by **November 28<sup>th</sup>**. Applications can also be accessed online at <http://www.friendsofjahn.org/artisanmarket>. Please include a check, made payable to Friends of Jahn, or cash with your application.

**Artisan Name:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Price Range of Goods:** \_\_\_\_\_

**Category of Goods**

*Choose the primary category of goods that represents your brand.*

- |         |                        |             |              |            |
|---------|------------------------|-------------|--------------|------------|
| Art     | Ceramics               | Fashion     | Food & Drink | Home Goods |
| Jewelry | Kids/Toys/Clothes/Acc. | Paper Goods | Pet Goods    | Skin Care  |

**Briefly Describe Your Goods**

*Include a website or social media links, if applicable. Image attachments are welcome.*



### **Supporting Jahn**

*Please check the following that apply to your application*

\_\_\_ I would like to donate \_\_\_\_\_ (\$/%) of my sales from the Artisan Market to Friends of Jahn.

\_\_\_ I am interested in future partnerships with Friends of Jahn and Jahn Elementary.

### **Entry Process**

Participation for the Holiday Artisan Market is \$75.00. The \$25.00 application fee will be applied to the participation fee. The Holiday Artisan Market Committee will conduct a review process and confirm all accepted entries via email.

### **Submission Information**

Applications can be submitted electronically or via US Mail. If submitting electronically, please email your application to [jahnartscouncil@gmail.com](mailto:jahnartscouncil@gmail.com) with Artisan Market and applicant's name in the subject line. The application fee must be mailed and received within 5 business days of application submission. A complete application package containing application form and fees can be mailed to: Friends of Jahn, Attn: Holiday Artisan Market, 3149 N Wolcott Ave. Chicago, IL 60657.

### **Market Guidelines**

- Check-in and set up begins at 8:00 am on Saturday, December 9, 2017. Space locations will be distributed at that time. All market areas must be set up by 9:45 am.
- There is no elevator at Jahn. Vendors should be prepared to carry items up flights of steps.
- Some volunteers will be available to help set-up.
- The Holiday Artisan Market Committee reserves the right to refuse any application and to remove from the market any work that has been misrepresented in the application process without refund.
- The Holiday Artisan Market Committee designates the placement of all artists.
- Friends of Jahn will provide a single six foot table and two chairs. Artist must bring their own setup and display materials.
- Artists agree to allow Friends of Jahn/North Pole Holiday Artisan Market to use images of work in the promotion and advertising of the event.
- Artists and Artisans are responsible for the collection and payment of IL sales tax.
- LIMITED ELECTRICITY IS AVAILABLE. Artist are responsible for providing their own extension cords, drop cords, light bulbs, fixtures, etc.
- Alcoholic beverages are not permitted on Chicago Public School grounds and may not be part of the Artisan Market.

**I understand and accept the terms of the Market Guidelines.**

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**Signature of Applicant**

**Date**