**Holiday Arts & Craft Show**

**Thank you** for your interest in becoming a part of our first Holiday Arts & Crafts Show. We look forward to hearing from you/your company.

**WHO:** The LSSU Arts Center is in search of **local vendors, artists, and businesses**

**WHAT:** As part of our community focus, we would like to invite all local vendors and businesses to showcase in our 1st Annual Holiday Arts & Craft Show. During the show, all vendors/businesses will be able to choose a space to set up their arts and crafts. We will be offering various showcase sizes and locations in the Arts Center lobby. Once all vendors/businesses have been finalized, a map will be available for those attending the show. Sizes of spaces we will have available are:

* 10’ x 10’ ($20)
* 8’ x 10’ ($15)
* 8’ x 8’ ($10)
* 5’ x 10’ ($10)
* Cloak Room: 12’ Window ledge area for display with a 8’x16’ space behind the countertop. Please note: customers will not be allowed behind the counter. ($50)

All spaces include a 6’ table and 2 chairs. Items available for an additional $5 charge:

* Upgrade to 8’ table
* Table cloth
* Extension cord (no charge for power usage)
* Additional chairs

Spaces and upgrades are limited and will be provided on a first come first serve basis.

**WHEN:**

December 1, 2023

* 3 PM - 5 PM LOAD IN for VENDORS/BUSINESSES ONLY

December 2, 2023 8 AM Doors will open for Vendors/Businesses

* 9 AM - 2 PM PUBLIC WELCOME
* LOAD OUT immediately following

December 3, 2023 8 AM Doors will open for Vendors/Businesses

* 9 AM - 12 PM PUBLIC WELCOME
* LOAD OUT immediately following

**HOW:** Find our information packet online at our website: <https://www.lssu.edu/arts-center/>

**DEADLINE TO SUBMIT APPLICATIONS November 20, 2023**

**artscenter@lssu.edu** **(906) 635-2787**

**Name of Company/Vendor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Location Preferred** ▢ Lobby ▢ Room 215 ▢ Room 217 ▢ Room 262

**Items/Catergory:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**# Spaces requested:** \_\_\_\_\_\_\_\_\_

**Size of Space requested:** ▢ 8x10 ($15) ▢ 8x8 ($10) ▢ 5x10 ($10) ▢ 10x10 ($20)

▢ East Side Cloak Room ($50) ▢ West Side Cloak Room ($50)

***\*\*All spaces include 1 6ft table and 2 chairs, limited 8ft tables available for upcharge, first come first serve basis\*\****

**Additional Items:**▢ 8ft table ($5/table) ▢ Tablecloth ($5/cloth) ▢ Power Cord ($5/cord)

**Accommodations:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Any other information we may need to know:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*I acknowledge that the above information is the most accurate and up to date information provided. If anything changes I agree to notify the LSSU Arts Center within 3 days of those changes. If changes occur during the week of the Community Arts & Craft Show I agree to notify the LSSU Arts Center immediately.*

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Lake Superior State University Arts Center**

**artscenter@lssu.edu**

**(906) 635-2787**