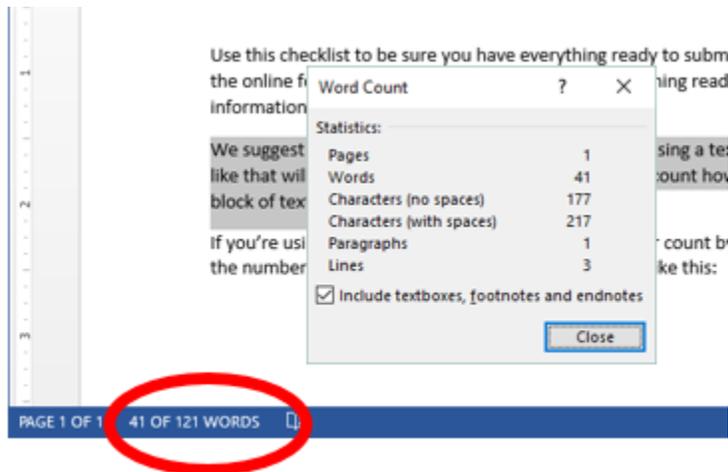


Preparing to Book Vendor Space at Artiscap

Use this checklist to be sure you have everything ready to book vendor space at Artiscap before purchasing online. The process is easy if you have everything ready to go BEFORE you start entering information in to the form.

We promote Marketplace vendors and Outsider Art Fair participants in promotional materials. In order to do that well, we need a short description of what you will be offering. We suggest you prepare what you're going to submit using a text editor (i.e., Microsoft Word). A tool like that will let you spell and grammar check and can count how many characters you have in a given block of text.

If you're using Microsoft Word, you can get a character count by selecting a block of text and clicking on the number of words in the lower left of the window, like this:



If you prepare all the information used on the online form in a text document, you can copy/paste from that document in to the form on the web.

This document will tell you what's expected in each part of the online submission form. The form has 2 sections; one for the Marketplace and one for the Outsider Art Fair. You can complete one, the other or both, depending on your needs.

The Marketplace

Size

If you're offering art supplies or products, the Marketplace is the right venue for you. First select the amount of space you'll need:

- 10' x 12' Standard Booth (comes with two 6' x 30" tables)
- 10' x 18' Premiere Booth (comes with three 6' x 30" tables)
- 6' x 30" Table

Do you need extra tables?

If you select a Standard or Premiere Booth, you can add additional 6' x 30" tables for \$20 each.

Will you be demonstrating or providing a make-it-take-it?

If you plan to be demonstrating or offering a make-it-take-it during the Marketplace, let us know so we can promote it for you.

Do you need tickets for Saturday's dinner?

Part of the Artscape experience is the dinner offered Saturday evening at the host hotel. It includes live entertainment and has been very popular. Marketplace participants can purchase tickets to the dinner for \$30 each (which reflects a discount from the standard price).

Will you provide a door prize?

Door prizes help make Artscape even more fun and engaging for our attendees. Donations of prizes from Marketplace vendors make the door prizes possible.

Will you provide an attendee giveaway?

We make small giveaways of new product available to attendees to help introduce them to the products you offer in your booth. In the past, giveaways have included small rubber stamps, small stencils (approximately 3" or 4" square), paint samples, etc. We ask you to provide 150 pieces. They do not have to be the same. If you commit to providing a giveaway, you'll save \$25 on your Marketplace space fee.

Company Name

Please provide the name your booth should be listed as in promotional materials. Maximum of 50 characters.

Booth Description

Please provide a short description of your booth for promotional materials. This will appear on the website to help attendees know what they can expect to find in the Marketplace. Maximum of 500 characters. Please spell check!

Booth Assistant

If you plan on having help in your booth, please provide the helpers name so we can have a name badge ready for them.

Additional Comments

If there's anything else you need to let us know, please provide that information here. For example, you need electric, you need help covering your booth to take breaks, etc. Maximum of 500 characters.

The Outsider Art Fair

Size

If you're offering finished art or handcrafted items, the Outsider Art Fair is the right venue for you. Select that you need a 6' x 30" table to begin this section.

Do you need extra tables?

Your Outsider Art Fair space comes with one 6' x 30" table. You can add additional 6' x 30" tables for \$25 each.

Artist/Company Name

Please provide the name your table should be listed as in promotional materials. Maximum of 50 characters.

Description

Please provide a short description of your table for promotional materials. This will appear on the website to help attendees know what they can expect to find in the Outsider Art Fair. Maximum of 500 characters. Please spell check!

Outsider Art Fair Table Assistant

If you plan on having help with your table, please provide the helpers name so we can have a name badge ready for them.

Additional Comments

If there's anything else you need to let us know, please provide that information here. For example, you need electric to effectively display your materials. Maximum of 500 characters.