

Wave Hill 2024 Artisan Market Vendor Application

Welcome Artisans!

We are excited to invite you to apply for our Holiday Artisan Market at Wave Hill! For 2024 we will have the market in Glyndor Gallery and the Mark Twain Room in Wave Hill House.

Saturday and Sunday December 7 & 8th, 2024

Saturday December 7, 2024

8:00am – 10:30am Load in and Setup
10:30am – 11:00am Vendor Break (lunch is available for preorder)
11am - 6:00pm Artisan Market Hours
6pm Doors close to Artisan market
8:30pm Property closes

All vendors must exit property by 8:30pm Saturday. 2 day vendors may leave table set up and goods out per their discretion. Wave Hill has an onsite security guard but we are not responsible for missing items.

Sunday December 8, 2024

11am – 4pm Market Hours
4:30 pm Property Closes

All vendors must exit property by 5:30pm Sunday.

Table Fees for 2024 are on a sliding scale by type of merchandise as follows:

Alcohol, Jewelry, and Luxury Accessories	\$200 per day/ \$350 for both days
Food Products and Small Accessories	\$145 per day / \$250 for both weekend days

Guidelines:

- Vendors will handle all sales and take all proceeds. Vendor is responsible for collection and reporting of any sales tax. Vendor should bring their own packaging for merchandise sales.
- For food and beverage vendors: gift sets sell best, please bring enough to sample with appx 600 attendees per day. Wave Hill will provide trash receptacles but not napkins, cups or plates.
- Vendor is responsible for handling all sales through their own payment processor. Wave Hill will provide Wi-Fi but vendor is expected to bring a manual back up plan in case of system failure.
- Confirmation email will be sent by 11-1. Deadline to apply is 10-15-24
- Wave Hill will provide one 6ft x 29in table with linen and signage for your event. Please let us know if you have any particular setup requests and we will do our best to accommodate. If you need power please notate on special requests line. Please bring your own surge protector if you need one.
- If you require an additional table it must be reserved at time of booking. The site fee will increase an additional 50% of the regular fee.

- Please make a check payable to Wave Hill, Inc. and mail to Wave Hill, Attention Carolyn Liv, 675 W 252nd Street, Bronx, NY 10471. You may also fill out the credit card authorization below to pay by card. If for any reason you are unable to attend the market after making payment, there will be no refunds.
- Additional information, including table assignments, will be sent the week prior to the event. No goods or supplies may be sent and stored prior to the event, and Wave Hill is not responsible for any items left behind. Wave Hill may or may not offer to take unsold product into inventory. For any additional questions or concerns please contact Carolyn Liv, Director of Corporate Partnerships and Conferences at 718-549-3200 x 209

We look forward to a successful market!

Company Name (as you would like it on your sign and in the program) – please print

Home base location of organization

Name, email address and phone number of the person(s) staffing the event

Special requests (e.g. ice)

Estimated arrival time for setup and number of vehicles that need to unload (Saturday Vendor parking will be assigned in our off-site parking lot as a first come first served basis, space is not guaranteed, we will try and give at least one parking space per table) Sunday parking will be in our Staff Lot and the spaces will be reserved as the applications are received.

Any special promotions you're offering that should be included on signage.

Short company description for our guide:

Instagram Tag

Website

Facebook Profile

PAYMENT:

Bill my Credit Card

Check Enclosed

Full Name on Card: _____

Card Number: _____

Billing Address: _____

Expiration Date: ____ / ____ CVV Number: _____

Signature

Date