

# Santa Fe Book Arts Group

# Art Flea Market

# Vendor Rules and Information

Saturday, October 29, 2022, 10 am-3 pm (setup 8:30-10 am; takedown 3-4 pm)

At the Unitarian Universalist Congregation of Santa Fe  
107 West Barcelona Road (at Galisteo), Santa Fe, NM 87505

The Annual Art Flea Market enables BAG members to declutter their art studios. It is highly anticipated by other BAG members, the art community as a whole, and visitors to Santa Fe.

Members can sell any art supplies or tools that one would use to make art, display art, or be inspired to make art. This includes (but is not limited to):

- Handmade papers
- Ephemera
- Paints, pastels, pencils
- Brushes, palette knives
- Tools
- Boxes
- Books about art techniques or artists
- Art storage items
- Frames
- Fabric and Yarn

**You are also welcome to sell your own artwork.**

*Please note: This is not a garage sale. If you have items that are not art or related to art, the organizers will ask you to remove those items from display.*

**To participate as a seller, read this entire document, then fill out the application on page 3.**

## Schedule

8:00 to 8:30 am	Vendors may pile up boxes outside entry doors (under portal).
8:30 am	Carry in items (helpers okay) and begin setup. Pick up your nametag.
9:00 am	Helpers leave. Helpers take car OR vendors please move cars to far end of parking lot so our buyers have convenient places to park.
9:00 to 10:00 am	Finish setup. Vendors and volunteers may buy from other vendors (please don't sell to anyone else).
10:00 am to 3:00 pm	Art Flea Market open to the public.
3:00 to 4:00 pm	Takedown. Please don't start packing up before 3:00. It's disruptive to other vendors and buyers.
4:00 pm	Leave with lots of money and more space in your studio!

## Fee

The fee is \$20 per vendor, which you can pay via check or PayPal (see page 3).

## Provided

- Table and 1 chair. 2<sup>nd</sup> chair available if you request it on page 3.

## To Bring

- Tablecloth
- Items for sale
- Items for the FREE table
- Change (plenty of \$1, \$5, \$10, etc.)
- Lunch, snacks, and drinks (consumer ONLY in the kitchen)

## Advertising

Your \$20 vendor fee helps pay for advertising, which includes:

- Posters (we'll email to you); please email to your friends and family, print it and post it (with permission) around town, post it on your Facebook or Instagram account, etc.
- Pasatiempo
- Santa Fe Reporter
- Craigslist
- Facebook
- Instagram
- Etc.

## Our Volunteers

- One will answer general questions about the Art Flea Market and BAG.
- One will take membership dues.
- One or two will answer questions, prevent early entry of buyers, and ensure that helpers leave by 9 am.
- Two will cover your table so you can take breaks.

## The Rules

- Abide by the **schedule** on page 1.
- You must **wear a mask** at all times except when eating/drinking in kitchen. Buyers must, too.
- You may only drink **water** in the vendor hall. Please eat lunch/snacks or drink anything except water in the **kitchen**. No exceptions.
- When you leave, take your **trash** (including food trash) and unwanted packing materials to the dumpster.
- **No smoking** anywhere on UUC property.
- **No items may be taped, tacked or otherwise attached** to walls, doors or other surfaces.
- We will have one or more **FREE tables** where vendors (or any BAG members) can place unwanted items. At 3:00 pm please remove any of your remaining items that you would like back. Anything left on these tables will be donated to the Recycled Santa Fe Art Festival.
- Please keep the **aisles clear and do not block fire exits, alarms, and extinguishers**. If you have questions, see Cynthia Leespring or Julie Filatoff.

Questions? Email Cynthia at [cynleespring@gmail.com](mailto:cynleespring@gmail.com) or Julie at [julie@jirafstudio.com](mailto:julie@jirafstudio.com).

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**Art Flea Market**  
**Vendor Application**

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Name of Vendor (must be a BAG member in good standing)

Street Address/City/State/Zip

Phone

Email

What You Are Selling (detailed description)

Name of Vendor Whom You Would Like to be Next to, if Possible

How many chairs would you like?    1    2

Please send photos of your items to be used in advertising (ASAP!) to [julie@jirafstudio.com](mailto:julie@jirafstudio.com).

- I have attached a check for the non-refundable entry fee of \$20 **or**  
 I have paid via PayPal at [https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=AV8YBTQ9YS35N](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=AV8YBTQ9YS35N)

As a member in good standing of BAG, I certify that I have read, understand, and agree to abide by all of the rules stated on the Art Flea Market Vendor Application, pages 1 and 2.

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

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

Please print and sign this application and either mail to:  
Santa Fe BAG  
PO Box 4332  
Santa Fe, NM 87502

Or scan the signed application and email to [julie@jirafstudio.com](mailto:julie@jirafstudio.com).

We will confirm your vendor space via email. Thank you!