

# THE CLOISTERS

## HOLIDAY BAZAAR 2019

**Location:** 10440 Falls Rd, Lutherville, MD 21093

**Event Dates:** 11/30/19, 10am-4pm & 12/1/19, 12pm-4pm

**Application Deadline:** 11/1/19, 5pm

### REQUIREMENTS:

**Images:** **Minimum of 3** (a booth shot is required)

**Description of Goods Sold:** **To be Noted in the Body of the Email Submission**

**Application:** **See Exhibitor Application**

**Fee (Jury Fee):** **Waived in 2019**

**Booth Fee:** **See Application & Booth Fees**

### JURY DETAILS

#### Event Summary

The Cloisters Holiday Bazaar is an annual event held in Lutherville, Maryland. Guests may meander the festively decorated castle while shopping locally homemade crafts and vendors. Juried vendors are featured on the first two levels of the castle. We encourage guest participation in an arts workshop, decorating gingerbread cookies, upstairs. Admission and the arts workshop are free of charge.

While visiting, relax and enjoy tea, finger sandwiches, fresh fruit, scones, cheese and an assortment of pastries and desserts served by Solo Te' for an authentic tea room experience. Reservations are preferred and begin on 11/1/19. The Tea Room is an additional cost; price TBD.

#### General Information

The Cloisters is a historic gothic manor settled high on a hill in Lutherville among 60 acres of secluded woods. The castle reflects the beauty and grandeur of medieval Europe, with delicately carved wood, exquisitely detailed stained glass, and ornately designed wrought iron.

Managed by Baltimore Office of Promotion & the Arts, a non-profit cultural organization whose mission is to inspire and engage audiences and cultivate the city's creative economy through the arts, events and film industry.

The Cloisters Holiday Bazaar is a juried local, homemade/handmade craft show exhibiting local vendors and small businesses. This annual event kicks off Small Business Saturday to support those local to the community.

The Cloisters Holiday Bazaar features approximately 30 vendors and is widely promoted throughout the region in print, online and through social media. Event hours are on Saturday from 10am to 4pm and Sunday from 12pm to 4pm.

We hope you'll enjoy us for a unique shopping experience to kick off the holiday season!

#### Rules/Regulations

**PLEASE READ ALL OF THE INFORMATION PROVIDED.**

Your completed Cloisters Holiday Bazaar application must be received no later than November 1, 2019 and include all jury requirements. You will be notified by email on or before November 8, 2019. If selected to participate, your payment will be processed on November 8, 2019.

## Booth Information

The Holiday Bazaar is located on the first and second floors of The Cloisters. Each space will consist of a preset six foot table. Should a vendor wish to have something other than this preset table, it must be noted on the application. Space locations are pre-determined by The Cloisters. Vendors from previous seasons are not guaranteed the same space. Electric is provided in many spaces, but must be noted on the application if required.

## Application & Booth Fees

### 1. ARTISTS (local, homemade/handmade products)

Application Fee	Waived in 2019
6' Table Space (for both days)	\$75

### 2. SMALL BUSINESSES (brick & mortar)

Application Fee	Waived in 2019
6' Table Space (for both days)	\$75

### 3. FOOD & BEVERAGE (sold for immediate consumption)

Application Fee	Waived in 2019
6' Table Space (for both days)	\$50

## REQUIREMENTS:

Applicants must submit their images and application to [BOPAFacilities4@gmail.com](mailto:BOPAFacilities4@gmail.com). Hard copy submissions will not be accepted. We cannot guarantee specific booth space or location; however, will consider requests.

**BOOTH DISPLAY AND STRUCTURE:** Work that is presented attractively can be an important factor in sales as well as a positive contribution to the overall appearance of the show. Please plan your booth carefully and make sure it's attractive and easy for customers to come in and look at your work.

Tables must be covered or skirted to the floor on all sides showing, with a suitable, professional looking cover. Please conceal boxes, storage bins, ice chests etc.

All signage must look professional - no 'Sale' or 'Discount' signs are permitted. No signage or flyers advertising other shows or businesses are permitted.

Displays must be contained within booth boundaries and may not interfere with adjacent booths or aisle space in any way (no overhangs or extensions). No tape or tacks are to be used on the walls or floor.

**PARKING:** The Cloisters is a gated property. Vendors are requested to park in the delivery lot; left at the fork. Guests have access to the main side of the house by parking to the right. Those with disability plates or special placards are directed left at the fork as well. Please do not park in those designated spaces.

**SET-UP:** Friday, November 29th from 11am-3pm. Each accepted artist will receive an email containing check-in times and instructions. We recognize some artists may be unable to set-up at your designated time. Limited spaces for day of load-in will be provided beginning at 8am on Saturday. You must be completely set up by 9:30am on Saturday, November 30th.

**TEARDOWN:** The Holiday Bazaar will close at 4pm Sunday, December 1, 2019. **NO EARLY TEARDOWN on Sunday is allowed.** Please leave your booth space clean. Remove all trash to appropriate receptacles. The Cloisters will lock up at 6pm; please plan your display and help accordingly.