



809 Kirby Street, Ste 202 / Lake Charles, La 70601  
Phone: 337.439.2787 Fax: 337.439.8009

## **Holiday Art Market 2019**

The City of Lake Charles and the Arts and Humanities Council of SWLA hosts the annual Holiday Art Market on **Friday, Dec. 6<sup>th</sup>** from **3:00PM – 7:00PM**, **Saturday, Dec. 7<sup>th</sup>** from **10:00AM- 5:00PM**, and on **Sunday, Dec 8<sup>th</sup>** from **12:00PM-5:00PM**, in Central School.

For this festive event, the public is encouraged to buy local art as gifts for the holiday season. Small, affordable art and handmade items are preferred, though larger pieces are welcome.

### **Guidelines**

- The fee is \$50/booth.
- Customer transactions will be handled by each artist/booth.
- One-hour set-up time will be provided each day, and hallway booths will be relocated to a secure room each evening at close. Vendors are asked to park their vehicles across the street at First United Methodist Church after load-in, to save spaces for shoppers!
- PLEASE do not park in the grass to load in.
- **Vendors must provide their own tables**, no greater than 8' in length. Hallway space is narrow, so extra extension tables will only be acceptable for vendor booths in Room 108.
- Room 106 & 108 vendors will be chosen in consideration of those with fragile or heavy items that can't be easily moved to a locked room at closing. Please let us know on your form if you would prefer one of these rooms.
- Submitting a completed application does not guarantee placement. Participating vendors will be contacted upon approval.

Space is VERY limited for this year's event.

**Please complete this form and return with booth rental fee to be considered.**

**Checks should be made to the *Arts & Humanities Council of SWLA*.**

809 Kirby Street, Suite 202, Lake Charles, LA 70601  
laurenm@artscouncilswla.org / fax: (337) 439-8009

# Booth Rental Agreement

(Please print clearly or type)

Contact Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_

Type of Inventory: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

*\*\*Email is be **very** important to our communication. Please add [laurenm@artscouncilswla.org](mailto:laurenm@artscouncilswla.org) to your contacts so our emails do not go to junk or spam!*

Notes/Special Requests: \_\_\_\_\_

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*The Arts Council of Southwest Louisiana and/ or the City of Lake Charles will not be held liable for any items or property that are stolen, lost, and/ or damaged. By signing this document, you agree to the terms and conditions outlined above. Vendors will handle all sales for the Art Market, and any refunds or exchanges must be coordinated between the purchaser and the artist or arts group.*

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

As required by law, contact information for participating vendors will be provided to state and local tax agents.  
For questions regarding sales tax, visit [www.artscouncilswla.org/vendor-resources](http://www.artscouncilswla.org/vendor-resources).  
Central School is located within a cultural district, so current exemptions on qualifying art are accepted at this event.