



Where **YOU** make arts happen!  
208 S. Chestnut Avenue PO Box 613 Marshfield, WI 54449  
715-389-8999 [contact@chestnutarts.org](mailto:contact@chestnutarts.org) [www.chestnutarts.org](http://www.chestnutarts.org)

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Greetings, Artists!

We are planning our Sixteenth Annual **"HOLIDAY SHOWCASE ON CHESTNUT" SUNDAY, DECEMBER 4, 2022 10:00 a.m. - 3:00 p.m.** We invite you to exhibit and sell your fine artwork, crafts or specialty food items in a 10'x10' booth space for just \$35 (*a small additional charge for tables and electricity—see Artist Application*). **The focus of this event is to showcase unique, affordable hand-made items that make special Holiday gifts.** (*Our new elevator makes it easy to bring your items to the second floor level*)

Our "Showcase" features live Holiday music, an art raffle, hot chocolate and coffee bar, and free cookies in a festive shopping environment throughout the building.

We especially want to welcome previous vendors, but we also enjoy having new vendors. Invite your fellow artisans to reserve a booth. Feel free to share this letter and reservation form. **All Reservation Forms are due by November 1.** Notify us before Nov.15 if you wish to receive a refund for withdrawing your reservation.

**First time vendors:** Please attach three photos of your work with your reservation form (or email them to [contact@chestnutarts.org](mailto:contact@chestnutarts.org), with HOLIDAY SHOWCASE PHOTOS in the Subject Line). We will review your submission, and let you know in a few weeks if we approve your application. Your reservation form should include any social media sites that feature your work. We have limited spaces, so please get your reservation to us as soon as possible. Again, **the deadline is November 1.**

**ALL VENDORS ARE ASKED TO DONATE ONE ITEM FOR OUR ART RAFFLE.** Your item will help the Chestnut Center reach its goals for our building needs and educational programming. The raffle items will be displayed in a high-traffic area for maximum exposure, and your name will be displayed. Your item may be brought to the Chestnut Center office any time before or on Dec. 4. Our office hours are M-Th 10-3. If no donation item is given, a fee of \$25 will be charged.

We look forward to receiving your reservation form this fall. Contact us at: [contact@chestnutarts.org](mailto:contact@chestnutarts.org) or 715-389-8999 if you have any questions.

**PLEASE NOTE:** Out of courtesy to ALL event participants, we ask that you wait until 3:00 p.m. to begin taking down your display and booth.

Marsha Oberg  
Chestnut Center for the Arts Board President

**Important Dates and Times:**

**November 1-** Deadline for all Reservation Forms and fees

**November 15** – All vendors will have been notified

**Sunday, December 4 – 8:00-10:00 a.m.** – Artists set-up (*may come in Sat. by appointment*)

**10:00-3:00** Booths Open (no cancellation for weather)

**\*\*\*If you do not wish to be part of our Showcase, please email me at [contact@chestnutarts.org](mailto:contact@chestnutarts.org) to be removed from the list. Thank you! \*\*\***



# Holiday Showcase ...on Chestnut

Sunday, December 4th, 2022 10am – 3:00pm

## Reservation Form for Artist Display Booth Space

NOTE: Reservation deadline is November 1, 2022. Spaces available until full.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

BUSINESS NAME ? \_\_\_\_\_ WEBSITE ? \_\_\_\_\_

FACEBOOK PAGE \_\_\_\_\_

# of Booth Spaces approx. 10' x 10' @ \$35 each \_\_\_\_\_ @ \$35 = \$ \_\_\_\_\_

# of Tables @ \$8 each (or you may bring your own) \_\_\_\_\_ @ \$8 = \$ \_\_\_\_\_ **\$15 Day of Event**

Electricity @ \$12 \_\_\_\_\_ @ \$12 = \$ \_\_\_\_\_

**TOTAL DUE –by Nov 1 ▶ \$ \_\_\_\_\_**

Please indicate if you are providing display walls, and if so, their approximate height. (Important for us in determining your location.) \_\_\_\_\_ YES-they're \_\_\_\_\_ high

I have enclosed \$ \_\_\_\_\_ (due by Nov 1) (Please make check payable to: Chestnut Center, PO Box 613, Marshfield, WI 54449).

**NO REFUNDS WILL BE ISSUED FOR CANCELLATIONS after November 15, 2022.**

Remember, the focus of this event is to showcase unique hand-made items which make special Holiday gifts. The following is a written description of "HAND-MADE ITEMS" I intend to sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(continue on reverse)

**First-time Vendors** Please mail us **three photos** of your work with your Reservation Form and fees. You may e-mail the photos (or send links to your website) to [contact@chestnutarts.org](mailto:contact@chestnutarts.org) . We request all of these be sent before November 1.

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**ALL VENDORS: Please read the following:**

1. I agree to donate one of my pieces as a raffle item the day of the Holiday Showcase. These items will be displayed in a high traffic area.
2. I will not hold Chestnut Center responsible for damage or loss to any part of my display while in transit or during the Holiday Showcase.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- ▶ Notification that we've received your reservation will be emailed/called by Nov. 15.
- ▶ Set up time will be **Sunday Dec. 4th**, between 8am and 10am or Sat. evening by appointment.
- ▶ Event will be held snow or shine
- ▶ This invitation and application may be photocopied and shared with other artists.
- ▶ **PLEASE NOTE: Although we've expanded the number of our available booth spaces, space is still limited, so please reply early! We'll fill spaces as we receive reservations.**

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FOR OFFICE USE ONLY: Ck #: \_\_\_\_\_ Check/Cash Date: \_\_\_\_\_ Amt: \_\_\_\_\_

\_\_\_\_\_ HSOC Vendor List Updated \_\_\_\_\_ Db updated \_\_\_\_\_ Vendor approved \_\_\_\_\_ Email Confirmation sent