



November 1, 2017

Dear Vendors:

We are pleased to extend this application to exhibit and sell your products and/or artwork at our First Annual Holiday Market.

The Studio School of Dance is a pre-professional dance school located in Metairie, Louisiana. We believe that dance provides a foundation for success in life. The skills learned in the dance classroom transfer to other areas of a student's life. Dance classes increase the child's well-being by improving his/her physical development and intellectual skills and by increasing self-discipline. As part of their dance education, our dancers are given the opportunity to share their talents through various performances and outreach events. All of these events cost money and we need your help us raise funds so that we can continue to provide these events no only for our dancers but for our community at large.

We invite you to be a part of our efforts to help us share the beauty of dance with our community. We are in need of vendors for our Holiday Market. The market will take place on Saturday, November 11<sup>th</sup> from 9:00 am - 3:00 pm. We have limited space and booth will be filled it will be on a first come first serve basis. The Market will feature gifts for the season and to expand the shopping experience, we will offer a sneak peek into our dance classes, rehearsals and performance pieces. We encourage families, neighbors, passersby, and the community at large to visit and experience the fun of holiday shopping. In addition, as part of our Holiday Market team, we will feature your items as well as promotions on our social media outlets, website, etc.

As part of our fundraising efforts, The Studio will retain 15% of the gross revenue from boutique sales that will go directly into our performance fund. Please read carefully through the enclosed application. Send your completed packet to Diana Madrigal via email at [thstudionola@gmail.com](mailto:thstudionola@gmail.com). Incomplete applications will not be considered. The deadline to apply is Saturday, October 28<sup>th</sup>. Please contact us with any questions.

Thank you for your interest in this amazing fundraising event.

Best Wishes,

Diana Madrigal-Barnitz  
The Studio School of Dance Director

•3116 North Arnoult Rd. • Suite N• Metairie, La 70002•  
•504.941.7345• [www.thestudionola.com](http://www.thestudionola.com)•

# *Holiday Market Registration Form*

Thank you for your interest in being a vendor in The Studio School of Dance Annual Holiday Market! Please review the rules carefully. If your registration form is not filled out completely or does not follow the guidelines it will not be accepted.

## **Date of the Show:**

Saturday, November 11th, 2017, 9 am - 3 pm

.....

---

Vendor's Name:

---

Address

City

State

Zip

---

Phone Number

Email Address

---

Business Name

Website

## **What Are We Looking For?**

We are looking for all things! This is a great way to get the word out about your art and small business while also supporting The Studio School of Dance!

These are just a few of types of vendors we are looking for:

Unique Handmade Gifts | Artists | Candles | Soaps | Apothecaries | Jewelry | Apparel | Food | Makeup| & More!

.....

A brief description of your business (what are you selling/promoting?):

---

---

---

## **Please let us know what you need**

- **I Need Access to Electricity**  
Limited outlets available. First come first served. Vendors must provide own power strips.
- **I Need The Studio School of Dance to Provide a Table**  
Limited 6 ft. long tables available. First come first served.
- **I Need a Double Space**  
Each vendor gets (roughly) a 6 ft. x6 ft. space. There is an extra charge for 2 spaces.
- **I Want to Share a Space with Another Vendor**  
Please mention both vendors in the application. There is no extra charge to share, you are only charged per space.

## **Attachments**

Please attach 3 photos of what you plan to sell. If you would like to include a bio, it is encouraged but not required. If applying by email send application & attachments to **thestudionola@gmail.com** or by mail to **3116 North Arnoult Rd. Suite N, Metairie, La 70002 ATTN: Holiday Market**

## **Payment**

We must receive your application fee **ASAP** for you to be considered for the Holiday Market. Payments can be made by mail, or in person. Please make all checks payable to The Studio School of Dance and our mailing address is **3116 North Arnoult Rd. Suite N, Metairie, La 70002 ATTN: Holiday Market**

.....

## **Rules & Guidelines**

### **1. About**

This is a one day, indoor Holiday market brought to you by The Studio School of Dance taking place on Saturday, November 11, 2017 between 9am & 3pm. There is plenty of parking around the building and across the street. This event is FREE to the public. The Studio School of Dance will provide holiday gift wrapping for those items bought on site as well as a sneak peek into our classes and rehearsals.

### **2. Eligibility**

Open to all vendors. We accept all both handmade and commercial products. The idea is to provide our community with a one stop shop for all of their holiday needs. Acceptance is on a juried basis & participation is at the discretion of The Studio School of Dance.

### **3. Entry Process**

The vendor must fill out the registration form completely with all of the requested attachments. Payment must be made by October 28th, 2017. If payment is not received by the due date the application will not be accepted. Space is limited, we have 15 spaces available, & decisions will be made as we receive applications, so we recommend applying early.

### **4. Table Fees**

There is a non-refundable registration fee of \$25 per space. Payment may be made by check, cash, or credit card. Make all checks out to The Studio School of Dance.

### **5. Advertising**

The Studio School of Dance will advertise the Holiday Market on their website & through social media. The Studio School of Dance will also provide flyers which we will display where we see fit. If you would like copies of the flyers to hang up please email [thestudionola@gmail.com](mailto:thestudionola@gmail.com). We encourage vendors to advertise on their own to increase the visibility of the event.

### **6. Set Up**

The show set up will take place Friday between 12pm-8pm. Vendors must setup the night before. The vendor map is decided by The Studio School of Dance. Please check in with a staff member when you arrive to find your space. If you are using a The Studio School of Dance table it will already be set up for you with up to 1 chair. If you are not using our tables please also provide your own chair. Please inform The Studio School of Dance if you need electricity before the show, as there are limited outlets.

### **7. Donation**

We ask that each vendor donate 15% of the gross revenue from boutique sales that will go directly into our performance fund.

**Please Note:** Not all vendors will be chosen for this year's market.

### **Signature**

By signing the application below you are stating you understand and agree to all the Rules and Guidelines provided to you by The Studio School of Dance. You also agree to not hold The Studio School of Dance, nor any of its directors, staff, and volunteers liable for injuries sustained while in attendance of this event.

---

Signature

Date