

Arthur M. Glick JCC  
6701 Hoover Road  
Indianapolis, IN 46260  
317-715-9240

# JCC Artist Agreement

DEADLINE: Fri, 10/26/18  
JCC Holiday Artisan Bazaar: Sun, 11/18; 10 am – 3 pm

Name of Organization or Individual: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Website/Facebook page: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Fees for Booth <i>(choose electrical hookup, if needed)</i>		Cost Total
Vendor/Artist Single Booth (booth is approximately 9'x10' & includes one 6' or 8' table and 2 chairs)*	\$95	\$ _____
Optional Electrical hook up <i>(includes 1 outlet, extension cords not included)</i>	\$10	\$ _____
<i>*Number of tables and table sizes limited to availability. Vendor responsible for linens to cover a 6' or 8' table.</i>		
<b>TOTAL DUE</b>		<b>\$ _____</b>

**(Please make checks payable to JCC and include with a copy of the contract.  
Contract and fees must be received by October 26, 2018.**

Mail to: Arthur M. Glick JCC, Attn: Kelsey Eberle,  
6701 Hoover Road, Indianapolis, IN 46260

### SETUP INSTRUCTIONS:

You may set up between 2:00 – 6:00 pm on Sat, 11/17. When you arrive, please go to Entrance 3 and check in with Kelsey Eberle. You will need to have whatever equipment you need to bring your materials into the building. We have a few carts and dollies available. Set up on Sunday begins at 7:30 am. You must be set up and ready to open for business by or before 9:45 am. Bazaar hours are 10 am to 3 pm. There will be no security on premises on Saturday night, so plan accordingly and do not leave valuables out on the floor. We will have a secured and locked room available for storage of your artwork. **PLEASE NOTE: You may not begin tear down until the bazaar is officially over at 3 pm.**

### DESCRIPTION OF ITEMS FOR SALE (this will help us with marketing the event):

(Please provide photos of the items, if available, for marketing purposes)

Once the contract has been approved, all fees are **non-refundable**. I have read and understand the above information included in this Vendor Contract, and I have answered the questions to the best of my ability.

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

Please send signed form to Kelsey Eberle, Cultural Arts Coordinator, Arthur M. Glick JCC, 6701 Hoover Road, Indianapolis, IN, 46260. If you have any questions regarding this agreement, please contact Kelsey Eberle at 317-715-9240 or email at [keberle@JCCindy.org](mailto:keberle@JCCindy.org)