

# Artisans' Market Member Handbook 2019



*A Community project of  
North Mountain United Tapestry Cultural and Heritage Society  
3201 Long Point Road, Harbourville, NS B0P 1E0*

[www.unitedtapestry.com](http://www.unitedtapestry.com)  
[unitedtapestryartmarket@gmail.com](mailto:unitedtapestryartmarket@gmail.com)  
[unitedtapestry@gmail.com](mailto:unitedtapestry@gmail.com)

Facebook: North Mountain United Tapestry  
<https://www.facebook.com/northmountainunitedtapestry/>  
Instagram: unitedtapestry  
Twitter: @unitedtapestry

# **WELCOME to the North Mountain Artisans' Market!**

The North Mountain Artisans' Market is a community project of the North Mountain Heritage and Cultural Society which is a non-profit society that makes it's home at the Harbourville United Church.

North Mountain United Tapestry (NMUT) envisions a local community that is economically vital, resilient and self-reliant; socially connected, nurturing and supportive; responsible for its own health and wellness and proud of its heritage and culture.

The North Mountain Artisans' Market (NMAM) is a welcoming space in our community that celebrates and enhances our local culture, economy and quality of life.

At the end of this document, you will find a registration form, waiver form, social media form and inventory record sheet.

Please complete and sign the Membership/Media form and submit your membership fee of \$60.00 (cheques made payable to the North Mountain United Tapestry) to complete your registration. Inventory sheets are required when you drop off your goods in May.

**Forms and money may be mailed to:**  
**Artisan Director**  
***North Mountain United Tapestry Cultural & Heritage Society***  
***3201 Long Point Road***  
***Harbourville, NS B0P 1E0***

## **General Information**

### **2019 Artisans' Market Hours of Operation**

**Opening Day - Saturday, June 1<sup>st</sup>**

**Closing Day - Monday, October 14<sup>th</sup>**

The Artisans' Market will be open every Saturday, Sunday and holiday Monday from June 1<sup>st</sup> to October 14<sup>th</sup>, 2019

**Saturday: 9am to 4pm**  
**Sunday: 11am to 4pm**  
**Holiday Monday: 11am to 4pm**

## **Artisans**

Artisans are encouraged to have their own Facebook, Instagram and Twitter accounts to enable better sharing and promotion of you the Artist, workshops and showcase events. The more people that hear about us the better! Spread the news of our fabulous, unique Market!

Artisans are encouraged to submit electronically "About You The Artisan" to the Artisan Director so that it can be shared publically. We would like to promote you and our Market in a professional and tasteful manner.

## **Selection Criteria**

All products for sale in the Artsans' Market must be handmade/created by the Artisan registered.

Currently, it is the Artisan Director's decision to accept/reject artisan pieces for the market.

## **Fees and Responsibilities**

The Artisan Registration fee for 2019 is \$60.00 per Artisan.

Speaking of which, you may be wondering what you "get" for your \$60.00 Membership:

- Pride of being a member of the North Mountain United Tapestry Artisans' Market.
- Space to have your arts/crafts showcased in our unique, historical white church Artisans' Market on the bluff of the Bay of Fundy which attracts a steady stream of local and tourist visitors/shoppers every Saturday, Sunday and holiday Monday's from June 1st to October 14<sup>th</sup>, 2019
- We set up, display and restock all of your arts/crafts for you.
- Your arts/crafts are sold through the Tapestry Cafe which is operated by Tapestry. We accept cash, debit and credit cards. (The Artisans' Market pays the bank fees)
- You receive 100% of your sales (a cheque for your sales is issued from Tapestry at the end of each month)
- Tissue and bags are provided for sold items.
- Advertising and promotion on social media and locally as well as on market days.
- "Showcase Sunday" Event which allows you to showcase and sell additional arts/crafts in the Artisans' Market.

We have seen significant growth in our Artisans' Market over the past five years and especially last year. Our Artisan sales increased from \$4,000.00 to \$13,000.00. With this positive growth comes changes and this year, we are requesting that Artisans be more involved with our Market in a positive way.

Artisans are requested and expected to attend and help out at the Artisans' Market. For Artisans choosing not to attend and help out, you will be required to pay an additional \$50.00 on top of the \$60.00 membership fee.

We have come up with the following to involve Artisans more in our Market this year:

### **Saturday - "Artisans' Market Day":**

- **Attend (ONE) Saturday Artisans' Market Day to help out with the Market Café from 9am to 1pm.  
(Two Artisans working together)**

**AND**

**We really encourage Artisans' to participate in our "Artisan Sunday FUNdy Showcase Day"**

- **Attend (ONE) Sunday Artisans' Market Day to be one of two featured Artisans for our Artisan "Showcase Sunday's" from 1pm to 4pm to promote and encourage the arts in our community.**

- **Two Artisan Members will work on and demonstrate their art/craft during their shift.**
- **Extra tables will be available and Artisans are encouraged to bring in more of their “stuff” to sell themselves during their shift. WIFI is available if you wish to accept debit and/or credit cards.**

## **Sales**

It is important to track and record all sales made through the Artisans’ Market. This will help the NMUT show our community what an incredible difference we can make to our Artisans lives, personally and financially, in our community.

The more proof we have of our economic impact (through actual sales data from our Artisans) the better we can advocate on your behalf through fundraising, partnership development and grant writing. This keeps your fees down while raising our profile and programs.

All products displayed in the Artsans’ Market will be sold through the North Mountain Market Café.

Artisans receive 100% of their sales.

Artisans will be paid out on the last Saturday of each month of the market season.

Artisans will be issued a cheque from the NMUT that can be picked up at the North Mountain Market Café on the last Saturday of the month between 9am and 1pm. If an Artisan is unable to pick up their cheque at this time, the cheque will be available to you during regular Artisans’ Market operating hours.

## **Inventory**

Each item of work for sale in the NMAM must be assigned an inventory number. This will track the sales and ensure accurate payment to the Artisan for product sold.

**The inventory number will consist of the Artisan’s first and last initial and be numbered sequentially.**

**We also encourage Artists to give each item a distinct title that will also enable the North Mountain Café to more easily track and document sales.**

**Example: Artisan’s Name: Elizabeth Jones**

<b>Inventory #</b>	<b>Artwork Title/Description</b>	<b>Price</b>	<b>Date Sold</b>
<b>EJ-1</b>	<b>Painting – Harbourville Blue Boat</b>	<b>\$650.00</b>	
<b>EJ-2</b>	<b>Painting – Bay of Fundy Waves</b>	<b>\$125.00</b>	
<b>EJ-3</b>	<b>Weaving – Tapestry Wall Hanging – Blue/Cream</b>	<b>\$ 85.00</b>	

## **Display**

Artisans will deliver their product to the Harbourville United Church approximately three weeks prior to the market-opening day. An email will be sent advising of the actual delivery date.

The Artisans’ Market Committee will lovingly and creatively display all the Artisan products in the market space. We will ensure that your work receives the best representation possible within our given space. During the season, items will be moved around within the market to freshen it up and keep it new and exciting for our shoppers.

If your art will be displayed/hung on a wall, it must have an appropriate safe hanging mechanism attached.

Artisans will pick up their remaining unsold items approximately one week after the last Artisans' Market day to allow time for October sales cheques to be made up. An email will be sent advising of the actual pick up date.

### **6<sup>th</sup> Annual Artisans' Christmas Market**

In November of each year, an Annual Artisans' Christmas Market is held. Artisan members are encouraged to participate in this well-attended event in our community.

Saturday, November 16<sup>th</sup>, 2019, 10am – 3pm has been tentatively scheduled for 2019. An email will be sent confirming the date.

## **North Mountain Artisans' Market Membership/Media Form**

**Artisan's Name:**

**Address:**

**Phone:**

**Email :**

**Website/Social Media Info:**

**Please tell us a bit about yourself:**

**Terms & Conditions:** I, \_\_\_\_\_ hereby declare that I am the producer of the artwork/craft listed, or that I own or control all rights necessary to the artwork/craft to enable me to sign this Waiver. I understand that reasonable precautions will be taken in the handling of the artwork/craft, but acknowledge and agree that neither North Mountain United Tapestry (including its




**Please ensure that each item you are selling is properly labeled with your inventory number and price.**