

NC STATE Crafts Center

38th Annual Crafts Fair

The Crafts Center at NC State hosts its Annual Holiday Crafts Fair, the single largest event of the Center's program year.

The Crafts Fair has traditionally been a showcase for members of our program. We will select vendors through our standard lottery system. In keeping with this spirit, only active participants of the Crafts Center and NC State student makers or craftspeople may sign up for the lottery to participate.

Important Fair Dates:

The Crafts Fair will be held per tradition on the Saturday before Thanksgiving:

Saturday, Nov. 18 10-5pm

Crafts Fair Kick-off

Friday, Nov. 17 for vendors and up to 2 invited guests (no children please). We will serve food and refreshments from 5:30 until 7:30 pm.

Crafts Fair Schedule

Monday	May 15	Crafts Fair Vendor Application period begins
Sunday	June 18	Crafts Fair Vendor Application period ends at 12 midnight.
Tuesday	June 20	Crafts Fair Vendor Lottery, 5:00pm
Wednesday	June 28	Vendor registration packets e-mailed
Sunday	July 30	Completed vendor registration forms and payment due, 5:00pm
Friday	Sept. 15	Last day to cancel with a refund
Friday	Nov. 17	Vendor Setup Day, 12:00 - 10:00 pm
Friday	Nov. 17	Crafts Fair Kick-off, 5:30 - 7:30pm
Saturday	Nov. 18	38 th Annual Crafts Fair, 10:00am - 5:00pm

CASHLESS CAMPUS

PLEASE NOTE: NC State University has instituted a Cashless Campus policy. This means the Crafts Center will no longer be able to accept cash payments at any time, even for the Annual Crafts Fair. As a vendor, you are allowed to continue to accept cash payments since the transactions are between you and the purchaser. That being said, we strongly encourage every vendor to accept some form of electronic payment, whether it be PayPal, Square, Venmo, CashApp, etc. This is not a requirement but since we will be advertising that we can only accept card payments for entry, we want to make sure you don't miss an opportunity for a sale. Please reach out to the Craft Center staff if you have any questions about this.

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Criteria for Participation

Only active Crafts Center participants may apply. Active participants are:

- a. People who have enrolled in at least three of the following over the past three-year time period (from 4/1/20 - 5/17/23):
 - Regularly scheduled classes and/or workshops;
 - Studio membership holders; or
 - A combination of the above
- b. Annual membership holders who have purchased an annual membership at anytime between 4/1/20 and 5/17/23):
- c. Crafts Center Instructors
- d. Current NC State students who have enrolled in at least three of the following at any time during their enrollment at the university:
 - Regularly scheduled classes and/or workshops;
 - Studio membership holders; or
 - A combination of the above
- e. All works must be created by the vendor/artist applying in order to participate.
- f. All works must represent one [or more] medium taught in the Crafts Center program:
Clay, Fibers, Glass, Jewelry/Metals, Lapidary, Mixed Media, Photography, Wood, or other crafts taught at the Center.

NC State Students

To get the best experience from the event – and to encourage small and beginning makers to participate, currently registered NC State students applying to the Crafts Fair will be given priority during the selection process.

Booth Participation Fees

Fee level categories are the same as for Crafts Center class registration with descriptions available [here](#).

- NC State Students: \$75.00 per booth [students can split booths for one-half of this fee]
- Level II: \$125.00 per booth for single entity/artist; \$185.00 for two artists sharing booth
- Level III: \$150.00 per booth for single entity/artist; \$225.00 for two artists sharing booth

Annual Crafts Center members selected to participate (those who have purchased an annual membership) will receive a 10% discount on their booth fee. For vendors sharing a booth with another artist who is not an annual member, the discount will only apply to the pro-rated Annual Member's portion.

Please read the entire participation information on the Crafts Center website before completing this [2023 Crafts Fair Application Form](#).

If applying to share a booth, enter info for both artists on the same form.

Annual Crafts Center Members will receive 10% off registration fee if selected

Vendor Selection Via Lottery: How it Works

In order to provide fair and equal access to all our craftspeople who wish to participate, a lottery process is used to select participants and booth locations.

Each vendor's name will be printed on same-size paper and will be sorted into buckets according to media as stated on the lottery entry.

The lottery selection will then be made by drawing one entry from one bucket at a time and in the following order:

1. Clay
2. Fibers
3. Glass
4. Jewelry/Metals/Lapidary
5. Mixed Media
6. Photography
7. Wood
8. Other (must be a craft taught at the Crafts Center)

Vendor entries drawn will then be recorded in order of selection and the process will continue until all booth spaces have been filled.

To create a waiting list, the selection process will then resume until all entries are drawn.

Lottery Date

The live drawing will be held in the Crafts Center Commons on Tuesday, June 20, at 5:00pm. The drawing is open to the public and you are welcome to attend.

Booth Assignment

Booth spaces within the Center have been assigned numerical designations. Booth assignments will be made according to the order in which entries were drawn.

Once all entries have been selected and booth assignments have been made, an official notification and registration package will be e-mailed to all vendors selected by Wednesday, June 28, 2023.

The package will include an application with fee stated, general Crafts Fair rules, booth set up times, map with booth number and location, approximate booth dimensions, and "Best in Booth Award" contest information and criteria.

The completed vendor participation form with all materials requested and booth payment must be returned **by 5:00pm on Sunday, July 30**, to secure booth space. If the form and payment are not received by July 30, then an alternate vendor from the waiting list will be selected as a replacement – ***no exceptions.***

Best in Booth Award

The “Best in Booth” award will be based on the following criteria:

- Booth Design
- Quality of Craftsmanship
- Approachability
- Organization of products
- Lighting
- Use of Space
- Clarity of Pricing

Setting Up Your Booth²

Booth set-up hours will be on Friday, Nov. 17, 12:00- 9:pm.

Refund Policy

Vendors who cancel their participation will receive a 75% refund if online cancellation is received on or before Friday, September 15, 2023.

All cancellations received after September 15 will not receive a refund.

If, for any unforeseen reason, the event must be canceled by the Crafts Center, a 100% refund will be issued.

Contact Information

For questions and further information, please contact Jo Ellen Westmoreland at jo_westmoreland@ncsu.edu.

The Crafts Center is located at 210 Jensen Drive, Raleigh, NC 27606.

www.ncsu.edu/crafts

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