

# Cook Forest Sawmill Center for the Arts

*Where Nature Meets the Arts*



Hello Artisans,

I hope you all are enjoying a safe and healthy off season. We have been back to work preparing for our 2023 season. We enjoyed a very successful 2022 season and thank you, our vendors for being a big part of that success. We are looking forward to being back for another great year. We have planned our four festivals for the year, along with The Verna Leith Theatre being open as well.

We are planning to open the Craft Market on Saturday, April 29th for the season. We will be at the center on April 19<sup>th</sup> – 22<sup>nd</sup> from 10 am – 3 pm and April 24<sup>th</sup> - 28<sup>th</sup> from 10 am -3 pm for vendors to drop off their items. If you need another time to come in, please let me know. You can call or email to schedule a time. Leave a message and I will return your call. I will be back in the office part time beginning April 12<sup>th</sup>.

## **Please bring with you:**

- ✓ **Merchandise already priced with your vendor and item number. It is the vendors responsibility to price their inventory.** Please remember we retain 35% of the selling price as consignment.
- ✓ Completed inventory sheet with your signature. Please include on the inventory sheet any personal display pieces that you bring to use.
- ✓ -Completed W-9 form. (Please complete sections 1,3,5,6, part 1, sign and date)-Part 1 **MUST** be filled out with your ss# or ein#. If we do not have this information on file, our accountant cannot issue a check. All completed W-9 forms will be on file and confidential at our accountant's office.
- ✓ \$50.00 cash or check made payable to the Sawmill Art Center. We also accept credit cards.

All forms will be available on our website by April 1<sup>st</sup>.

All 2022 vendors may use the same vendor number from last season. All others must call to verify number from previous years.

All new artisans must be juried before participating in the Craft Market. If you are currently a member of PA Wilds, you will be accepted by the Craft Market. Please contact me for a vendor number.

*The Cook Forest Sawmill Center for the Arts is a 501(c)(3) not-for-profit organization.*

COOK FOREST SAWMILL CENTER FOR THE ARTS ▪ 170 THEATER LANE ▪ PO BOX 180 ▪ COOKSBURG, PA 16217

Email: [info@sawmill.org](mailto:info@sawmill.org) Phone: (814) 927-6655 Fax: (814) 927-5278 Web: [SAWMILL.ORG](http://SAWMILL.ORG)

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## **New Artisans needing juried:**

- ✓ Please send photos of 3 to 5 pieces of your work to be reviewed by our Board of Directors. Photos may be emailed, mailed, or dropped off at the Sawmill Center. Once you are approved, you will be assigned a vendor number.
  
- ✓ All individual items for sale must be of high quality, demonstrating excellence in craftsmanship, and are subject to approval by the Board of Directors and management. If you are accepted as a juried artisan, individual items that do not meet our standards of excellence and craftsmanship will not be displayed on the sales floor. **We are not responsible for fixing broken items or items that do not meet our standards.**

## **MASS PRODUCED ITEMS WILL NOT BE ACCEPTED!**

### **We recommend the following:**

- Photos, paintings, and prints should be framed and ready to hang. Wire or sawtooth hangers are acceptable.
- Cards and prints should be in protective sleeves.
- All photos, prints, paintings, and other artwork should be signed.
- Wood items should have type of wood listed and cleaning/using instructions.
- Pottery pieces should indicate if they are food safe and oven/microwave/dishwasher safe.
- Quilts, rugs, and clothing should indicate size and cleaning instructions.
- Toys should be made with fireproof materials, non-toxic paint, be a non-choking hazard, etc.

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Commission checks will be mailed out by the middle of each month. If your commission for the month is \$25.00 or less, we will hold it and combine it with the next month. We will only hold one month at a time. October and November checks will be combined and mailed by the middle of November after the Cook Forest Gingerbread Tour. Please be sure to cash all checks by December 31<sup>st</sup>, 2023.

Our last weekend open will be November 3<sup>rd</sup> - 5<sup>th</sup>, which is the Cook Forest Gingerbread Tour. I will issue a letter with your September commission checks which will include the dates and times we will be available for you to remove your inventory from the market end of the season.

I am working from home and will be back in the office part-time starting April 12<sup>th</sup>.

Please let me know if you have any questions. We look forward to seeing you all this coming season!

Thank you,

Misty Stanley  
Manager, Cook Forest Sawmill Center for the Arts  
814-927-6655  
info@sawmill.org  
www.sawmill.org

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