

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 2025 season. We enjoyed a very successful 2024 season and thank you, our artists, 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, May 3rd for the season. We will be at the center on the following dates and times for you to drop off your items.

April 15th-17th -10am-3pm

April 22nd-25th -10am-3pm

April 26th -10am-1pm

April 28th-30th 10am-3pm

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 14th.

We will be open Fri-Sun for May and will be open 7 days a week Memorial Day through Labor Day. Days and hours will be adjusted after Labor Day as needed. You are welcome to bring in more items anytime we are open during the season.

Please bring with you:

- ✓ **Merchandise already priced with your vendor and item number. It is the vendors' responsibility to tag their inventory.** Please remember we retain 35% of the selling price as a consignment. If you have questions or need assistance with the 35%, please let me know.
- ✓ Completed inventory sheet with your signature. Please include on the inventory sheet any personal display pieces that you bring to use. You can use your own inventory sheet if you prefer.
- ✓ 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 are kept 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 1st. I will also have all the forms available when you drop off your items, if needed.

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 Phone: (814) 927-6655 Fax: (814) 927-5278 Web: SAWMILL.ORG

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All 2024 vendors may use the same vendor number from last season. All others must call to verify the 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.

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!
Please make sure all your items are handmade/homemade

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 the item is made from, along with cleaning/food safe and other relevant information.
- 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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- Please be sure price tags are attached to your items securely with your vendor number, price, and please make sure the tags are legible.

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 31st, 2025.

Our last weekend open will be November 7th – 9th, 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 at the end of the season.

I am working from home and will be back in the office part-time starting April 14th.

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
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info@sawmill.org
www.sawmill.org

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