



## 2025 Artisan Agreement

### Holiday Boutique

**We must receive your signed agreement by Friday, November 21, 2025**

NAME: \_\_\_\_\_ CATEGORY\* \_\_\_\_\_

(\*Fabric, Jewelry, Floral, Wood, Ornaments, Etc.)

DBA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

TELEPHONE: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

FEDERAL I.D. OR SOCIAL SECURITY  
(REQUIRED): \_\_\_\_\_

EMAIL \_\_\_\_\_

Please list a sample of the products and price range you will submit this year:

ITEM

RETAIL PRICE RANGE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Flip over

PLEASE READ THE FOLLOWING INFORMATION AND SIGN WHERE INDICATED.

AGREEMENTS MUST BE RETURNED BY **Friday, November 21, 2025**

**MAIL TO:** Prospect Center, 133 Aviation Road, Queensbury, NY 12804— or scan an email to: Heunemann@cfdnsny.org.

### Specifications

1. Attractively display and merchandise artisans' items at our discretion in a boutique format during the entire event. This may include the use of some items as display fixtures.

2. Pay 70% of the retail selling price (per artisan's choice) of all items sold during the Festival, the balance to benefit Prospect Center.

3. Send checks to artisans by first class mail within forty-five (45) days of the close of the Festival.

4. Provide a letter of tax deductibility based on the 30% of retail sales price retained by Prospect Center.

5. Send selected artisans a packet including artisan code number, inventory sheets, delivery & pickup instructions and other pertinent information.

6. Provide tax release forms.

7. Not be responsible for lost, stolen or damaged merchandise.

### Holiday Boutique Artisans will . . . .

1. Submit **items** for sale in the Holiday Boutique on a consignment basis. The Boutique reserves the right to refuse any items it deems unsuitable.

2. Maintain a high standard of quality and originality.

3. Provide the Holiday Boutique with a complete inventory of items consigned on the form provided by the Boutique. All inventory sheets will be signs and accepted by artisan and boutique chairperson at check-in and when unsold merchandise is picked up. Any discrepancy must be brought to Prospect Center's attention at close of the festival.

4. Price and tag all items with **RETAIL price, ITEM # and assigned ARTISAN's CODE**, in an attractive, professional manner. Items should be delivered neat and ready to be put on display.

5. **DELIVER** items to the Holiday Boutique at the **Queensbury Hotel**, 88 Ridge Street, Glens Falls on :

**Sunday – November 23rd : 12 – 4:00 p.m.**

**Monday, November 24<sup>th</sup>: 4:00 – 8:00 p.m.**

Pickup any unsold items at the same location on **Sunday, November 30th - 3:00pm-4:00pm.**

**I understand and agree to the specifications listed above.**

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ALL AGREEMENTS MUST BE **SIGNED AND DATED** TO BE ACCEPTED.

\_\_\_\_\_  
Artisan's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospect Center

\_\_\_\_\_  
Date