

Handmade Arcade Winter Marketplace 2022

Application Instructions

Please follow these instructions carefully. We recommend either printing or keeping the instructions open in a new window while completing the application.

Data must be submitted within 40 minutes. If you cannot complete the application within the allotted time, you can log back in to complete your application. Unfortunately, this is a setting of the application system that we are unable to change. We apologize for any inconvenience.

IMPORTANT: The application for Handmade Arcade has THREE STEPS.

1. **STEP ONE: Login / Register with ArtCall.org**
2. **STEP TWO: Create New Application (Two-part process)**
3. **STEP THREE: Upload Images**

Applicants that do not follow through with ALL three steps will NOT be considered.

Handmade Arcade uses [ArtCall.org](https://artcall.org), an online entry submission software, to manage applications. Payments are processed through [Stripe](https://stripe.com), a third-party billing and processing agent.

STEP ONE: Login / Register at ArtCall.org

RETURNING APPLICANTS:

If you have applied to HA in 2016-2019 or in 2021, you should have an ArtCall.org account.


NEW APPLICANTS:


If you have applied to HA or have only participated in the 2020 Virtual Marketplace, you will need to register with ArtCall.org.

There will be TWO BUTTONS (or a mobile drop-down menu) on the top right corner of the screen.

NEW APPLICANTS

Select the  button

1. Fill out the form.
2. Save by clicking the  button at the bottom of the page.



3. *NOTE: If you already have an ArtCall.org account, you will be directed to  button. You may have used ArtCall to apply to another event or forgot that you applied to a past HA.*

RETURNING APPLICANTS:

Select the  button.

Enter your email and password. *If you do not remember your password, choose “Forgot Password” and reset.*

1. You will be prompted to “Update Profile” with a pop-up box. Click “Got It” and continue to Update User Profile form. **There are new data fields in this year’s application that you are required to fill out.**

2. If you are not prompted, you will see  in the top right corner. Select the  button to update account information and complete new fields.


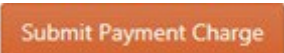
3. Update the new information that is being collected.

4. Click the  button to save changes.

STEP TWO: Create New Application (Two-part process)


IMPORTANT! If you do not complete both parts of STEP TWO, your application will NOT be considered.

1. PART ONE:

- a. From the "My Applications" page, click the  button.
- b. At this time, you will be prompted to pay the NON-REFUNDABLE application fee of \$20. *If this fee presents a barrier to participation, please email info@handmadearcace.org for assistance.*
- c. Click the  button.

2. PART TWO: Step 1 of 2: New Application Details

a. Choose a **Category**

If you need help choosing your category, click the  button, and Category Descriptions will open.

b. Choose a **Sub-Category**.

If your work does not fit into one of the listed sub-categories, please select "General / Variety." **Note all categories have sub-categories. In this instance, you will only be allowed to choose "General / Variety."*

c. **Application Title** is a required ArtCall.org field that we CANNOT remove. **Please reenter your company name here.**

d. **URL:** Enter your company's e-commerce site, Etsy shop, or business-related social media page. Please do not share personal social media accounts. You do not have to have a URL to participate, however, we highly encourage all makers to have an online presence.

e. **Describe your products and creative process**

A well-written description of your products and creative process is vital to your application. Please keep this under 300 words. If sharing a table, include descriptions for BOTH applicants.

f. **Product range**

Enter the price range of your products like this "\$5-\$15."

If you are applying with a second applicant, enter a range for both like this:
"CompanyName1: \$5-\$100" and "ComplanyName2: \$50-\$200"

Applicants are assessed on a variety of elements that include product price ranges. HA's holiday marketplace is considered a gift market by our audience. Therefore, vendors with a range of prices tend to do best.


g. **The MAJORITY of my products sell for**

For example, if you bring items that are popular at a holiday gift market that generally for a range of items from \$25-\$75, let us know.

h. **Sharing a space?**

If you are applying with another vendor, complete the fields for Second Applicants. Important: Please include information about the second applicant's products/process and prices in the same fields in which you entered your information.

i. Booth Details

Click the  button for Booth Descriptions. Choose the booth size for which you are applying.

Reminders:

Craft Corridor Booth: This space is reserved for emerging makers who have NOT participated in Handmade Arcade's December event in the past. If you have participated in a December past event, you are **NOT** eligible to apply for the Craft Corridor booth. We encourage seasoned makers to apply for the Standard space. This space will give preference to emerging makers.

Expanded Vendor Spaces are not guaranteed. There will be approximately 20 expanded spaces and will be awarded to vendors in order of payment. If you want an expanded space, pay attention to your email acceptance letter, and pay for your space promptly. Once filled, the accepted vendors will be directed to a Standard Vendor Space. to accepted vendors on a first-come, first-served.

Requests for electricity and endcaps will be available when accepted vendors pay for their booth fee.

j. Terms and Conditions

Please read this document before you agree to it. If you violate the Terms and Conditions in any way, you will forfeit your space.

Click the  button.

STEP THREE: Step 2 of 2: Add Entry Images

IMPORTANT! Applications without at least THREE images will NOT be considered. You can add up to SIX images.

Before uploading images, please clearly label your files with your company name and product name. For example, "NameofCompany_kitchenwidget.jpg."

- **Please upload a booth image if you have one.**
- Up to 6 Attachment(s) can be uploaded / Minimum of three images are required for consideration.
- Image minimum length on the longest side: 960px
- Image maximum length on longest side: 4600px
- Allowed File types: jpg, png ONLY

From the "Add Entry Attachment(3)" page, upload 3-6 images (JPG or PNG only).

Click the "Add Attachment" button

or

Mouse over "Drag and drop a file" and click

Upload Progress Bar will appear. If your image is uploaded successfully, a thumbnail of the image will appear with the text "Image File Successfully Uploaded!"

If the image is too big or too small, the upload will fail. In this case, you may have to log out and back in to resubmit images.

Once you upload one image, this screen will change to look like this:

The screenshot shows a web interface with a green notification bar at the top stating "The upload has been saved." Below this is a header with "Add New Application +" buttons. A light blue box contains the text: "You can enter up to 1 Applications from Tue, Jun 15, 2021 12:00 AM to Sun, Aug 21, 2022 11:59 PM (EDT)". To the right is a "PORTFOLIO" logo and a "Create Portfolio" button with the text "Create a Artist Portfolio Website with artwork management & more!".


The main section is titled "My Entered Applications" and contains a table with the following columns: ID, Key, Info, Title, Booth, Attachments, and Actions.

ID	Key	Info	Title	Booth	Attachments	Actions
1	✓	View Details	Tricia's Happy Dance Business Artwork - General / Variety			Edit Delete + Attachment

Below the table is a key: **Key:** ✓ = Submitted, ✉ = Email Notification Sent, ⏪ = Refunded, ⏩ = Checked In, ⏴ = Checked Out, ⚠ = Action Needed, 💰 = Booth Paid, 🏪 = Item Sold.

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

Navigation: « Previous | Next »

Continue to add the rest of your images by clicking the . Repeat this process until you have uploaded a minimum of three and maximum of six images.

Once you have entered all SIX images, the blue ATTACHMENT button will disappear. You can edit your images until the applications close on August 21, 2022.

VERY IMPORTANT:

- Due to the high volume of applications, applicants must include clear, well-lit, high-resolution photos representing their work.
- If applying with a second applicant, there should be an equal number of images representing each applicant's work.
- **Applications without at least THREE images will not be considered.**
- **RETURNING APPLICANTS: Do not photos that you have used in the past. As we attempt to diversify and create a more inclusive space, it is crucial this year more than ever to show us something new.**

When you are finished adding images, you can click the VIEW DETAILS button to see your Submission Details.

You can EDIT your application's SUBMISSION DETAILS and IMAGES until the applications close on August 21, 2022.

You can also double-check your user profile by clicking EDIT USER PROFILE in the drop-down menu under your name in the right corner.

If you are satisfied with your submission, click your name in the top right corner, and LOG OUT.

HOORAY! You are finished!

You will receive two emails from do-not-reply@m.artcall.org

1. A payment receipt with the subject "Handmade Arcade Holiday Market 2022 Payment Receipt"
2. A submission confirmation with the subject "Handmade Arcade Holiday Market 2022 Submission Confirmation"

ArtCall.org allows you to edit any information or images on your entry (which are automatically re-submitted) up until August 21, 2022, at 11:59 PM (EST)

- The deadline to edit/submit applications is **Sunday, August 21, 2022, at 11:59 p.m. (EST)**
- All applicants will be notified via email on **Friday, September 16, 2022.**
- Payments must be received by **Friday, October 14, 2022**
- Vendor space fees (including extra costs for electricity and preferred spaces) are not refundable after **October 31, 2022.**
- **We are unable to answer inquiries regarding application status before sending final notifications.**
- If you are having trouble with your application or are unsure if it went through, please email info@handmearcade.org. You will receive a reply within three business days.