

ARTIST RULES – Downtown MarketPlace

The Downtown Marketplace is a continuing activity of the Tallahassee Downtown Improvement Authority with the support of the City of Tallahassee. The purpose of the Downtown Marketplace is to provide an outdoor market offering local products and to increase the number of Saturday visitors to the downtown core. A priority is given to applicants who meet the theme of the day.

DOWNTOWN MARKETPLACE ARTISTS POLICY

The primary criteria for inclusion in the market will be uniqueness of product. Preference will be given to original work and products, creativity, quality of craftsmanship, and excellence in display. Top quality, well made, finished items only. No kit objects, commercially molded ceramics, velvet paintings, shell work, embellished items or 'souvenir' type items. No sell-resell items or art/craft supplies. The management has the sole, exclusive and final authority to determine a work not acceptable for display. **Exhibitors are prohibited from distributing literature of, or promoting any religious, fraternal, political, or commercial organization.** Literature on the artist's and/or craftsmen's work or gallery is permitted.

ARTISTS RULES AND REGULATIONS

1. All displays must be set up by 9 A.M. Artists and or assistants must be at their display at all times during the show. Displays and artwork must remain intact until closing time at 2 P.M.
2. Parking is free on Saturday, but please be considerate and leave a space for your potential customers and visitors.
3. Artist vendor spaces are limited, assigned, and must be pre-paid one week prior to event to insure inclusion in the market. Space reservations may be paid well in advance to better insure participation. No space shall be considered reserved without a completely filled out application and payment in full for a particular date in advance.
4. Application does not guarantee a space. Management reserves the right to approve applications so that there are not multiples of the same products.
5. Fees include a one-time yearly participation season start-up fee of \$45; and an individual weekly market fee of \$30 (that includes Florida sales tax). Late fees of \$10 will be assessed on any booth paid for after the Tuesday (before the Saturday Market) application reservation deadline. Should you need to cancel participation, you may do so without penalty if canceled by Tuesday Noon prior to the market reservation. A canceled reservation may be utilized for a later date within the ongoing season only.
6. Artists will be notified of their assigned space upon check-in. Assigned spaces MUST be accepted. For your information, not all spaces are level. Electrical power is ONLY available for food vendors.
7. All work displayed, whether originals or prints, must be attributed to the artist reserving and paying for the vendor space. With few exceptions, a maximum of only two artists may occupy a artist vendor space.
8. All booths must be 'art show presentable'. All packing materials must be under tables; all tables must be covered to the ground with cloth table coverings. "Sale" signage is not permitted without prior approval of management.
9. The Market will provide an EZ-up canopy tents (approx. 10' x 10'). These tents are not waterproof. Artists are responsible for tables, easels, professional signage, chairs, and rain covers. **No Merchandise can be hung from the tent.**

10. Side curtains are available. If you hang side curtains please be considerate and not block any vendor or their merchandize. At the end of the MarketPlace day, please fold up and leave side curtains in the container where you found them.

11. Spaces must be thoroughly cleaned up by end of show. The assigned, occupied space and surrounding area shall not be changed, altered, or damaged in any way. In order to protect the utilities and sprinkler system, no stakes may be put into the ground.

12. Artists are responsible for collecting 7.5% Florida Sales Tax (Leon County), and for making the required sales tax reports/filing directly to the Florida Department of Revenue, Tallahassee, Florida 32304.

13. All exhibits shall conform to all applicable fire and safety laws of the City of Tallahassee, Leon County, and the State of Florida. Incense, lit candles, and burning materials are not permitted, PLEASE NO SMOKING under or around the canopies.

14. No vendor will be allowed to disturb the MarketPlace, other vendors, customers, or visitors with loud music, loud noise, or any other offensive behavior. The MarketPlace management secures musical entertainment for most every week of the season.

15. Please, leave pets at home.

16. Alcoholic Beverages are not permitted (City Ordinance).

17. **THERE ARE NO RAINDATES**. If a market day is canceled due to circumstances beyond our control, i.e. serious weather, high wind, etc., we will do so for the safety of our vendors, staff, customers, and equipment. Fees are not transferable or refundable.

18. The Downtown MarketPlace reserves the right to require the removal of any items that are objectionable to community standards. Please exhibit only items in good taste for a family show.

19 Liability is the responsibility of the vendor. The Downtown MarketPlace, the Tallahassee Downtown Improvement Authority, the City of Tallahassee and its agents, and subcontractors assume no risk, and by acceptance of this agreement, the vendor expressly releases the Tallahassee Downtown Improvement Authority, the Downtown MarketPlace, the City of Tallahassee and its agents and subcontractors of and from any and all liability for damage, injury, and loss to any person or goods which may arise from the use and occupation of said space by the vendor, and agrees to hold and save the Tallahassee Downtown Improvement Authority, the Downtown MarketPlace, the City of Tallahassee and its agents and subcontractors harmless of any and all loss or damage by reason thereof. The Tallahassee Downtown Improvement Authority, the Downtown MarketPlace, and the City of Tallahassee is hereby released and discharged of any and all liability from loss, injury or damage to persons or property that may be sustained during the Downtown MarketPlace or on any property where the MarketPlace is held. I have read and understand the foregoing, and I agree to conform to the regulations contained herein.

Signature _____ Date _____