

### **Downtown Marketplace Policy**

The Downtown Marketplace is a continuing project of the Tallahassee Downtown Improvement Authority with the support of the City of Tallahassee. The purpose of the Downtown Marketplace is to incubate businesses and increase Saturday traffic in the downtown core.

Priority is given to applicants who meet the theme of the day as well as vendors who are engaged in a for-profit business in keeping with the intent of the marketplace to incubate new business in the downtown core.

### **DOWNTOWN ARTISTS ALONG THE A VENUE 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 artists and/or craftsmen's work or gallery is permitted.

### **ARTISTS ALONG THE A VENUE RULES AND REGULATIONS**

1. All displays must be set up by 8 A.M. Booths must be manned at all times during the show. Displays and artwork must remain intact until closing time, 2 P.M.
2. Parking is allowed only in designated areas. Infraction of rules will result in exclusion of participation from a subsequent market(s). Inclement weather is the only exception. Unloading/loading must be completed pre- and post-market. **This rule will be strictly enforced.**
3. Spaces are limited, assigned, and must be pre-paid one week prior to event to insure inclusion in the market. Markets 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 that show in advance.
4. Application does not guarantee a space. Occasionally, the number of vendors of any type or commodity may be limited at the discretion of the market management to encourage diversity of the goods and services available.
5. Fees include a one-time yearly participation fee of \$45 and an individual weekly market fee of \$30 (includes Florida sales tax). Late fees of \$10 will be assessed on any booth paid for after Tuesday prior to market participation. Should you need to cancel participation, you may do so without penalty Tuesday prior to market participation. You may transfer your payment to a later date within the ongoing season.
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 not available for vendors outside of food vendors.
7. All work displayed, whether originals or prints, must be attributed to the artists' renting the space. With few exceptions, only two artists may occupy a 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 pop-up canopy (approx. 10' x 10') these are not waterproof as they are seasoned so pinholes are not unusual. Artists are responsible for tables, easels, professional signage, chairs, and rain covers.

10. Side curtains are available; however, please use consideration not to block any vendor behind you. At day's end, please fold up and leave side curtains in tent.

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 used.

12. Artists are responsible for collecting 7.5% Florida Sales Tax (Leon County) reporting directly & remitting it to Florida Dept of Revenue, Tallahassee, 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, burning materials are not permitted. Please, no smoking under or around the canopies.

14. No exhibitor will be allowed to disturb the shows or show participants with loud music, loud noise, or any other offensive behavior. Bands are provided.

15. Please, leave pets at home.

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

17. **There are no rain dates.** If market is canceled due to circumstances beyond our control, i.e. serious weather, we will do so for the safety of our vendors, staff, customers, and equipment. Fees are not transferable.

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, its agents, and subcontractors assume no risk, and by acceptance of this agreement, the vendor expressly releases TDIA, the Downtown MarketPlace, 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 TDIA, the Downtown MarketPlace and its agents and subcontractors harmless of any and all loss or damage by reason thereof. TDIA, the Downtown MarketPlace 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 Markets are held. I have read and understand the foregoing, and I agree to conform to the regulations contained herein.**

Signature \_\_\_\_\_ Date \_\_\_\_\_