

# THE ART MARKET DURHAM

## Vendor Information and Rules

### LOCATION AND GENERAL INFORMATION:

The Art Market is located **OUTDOORS** in the street at 214 Hunt Street, Durham, 27701. *Note: the location is scheduled to change in 2020 to 417 Foster St.* The street is closed to traffic on Saturday mornings to create a pedestrian area.

### ARTIST VENDORS:

The Art Market accepts **all kinds of HANDCRAFTED, LOCALLY PRODUCED ART**, including pottery, quilting, knitting, apparel, painting, drawing, woodwork, seasonal work, floral and seasonal décor, jewelry, polymer clay, sketches, prints, photography, sculpture, etc. If you have a question about whether your art is allowable, please email the Art Market at [artmarketdurham@gmail.com](mailto:artmarketdurham@gmail.com).

**No imported or machine manufactured items will be allowed.** All items must be **handmade locally** by the seller or an approved representative, and must have a high standard of creative and artistic value.

### REQUIREMENTS:

\*\*\*No drop-ins!\*\*\* All attendees must be approved by submitting an application before setting up.

All attendees must submit a **signed Release Form**, available on our web site, on their first day of participation if they have not already submitted it.

All new applicants must pay a **\$40 application fee** to be submitted with their application. Make checks payable to Cecilia Henaine de Davis.

Returning attendees must pay an application **fee of \$40**. Pay this fee by March 1<sup>st</sup> to confirm your membership for the year. Make checks payable to Cecilia Henaine de Davis.

Spaces are rented on a weekly basis. Vendors **must pay the weekly fee of \$10** the morning they set up. Have your money (**cash; exact change!**) ready when you arrive so you can pay your fee **before** you set up your table.

**WEIGHTS ARE REQUIRED** if you use a tent. There are many good options for weights including water jugs, sand buckets, and hand weights. If you arrive with a tent and no weights, you will not be permitted to use your tent. YOU are liable if property is damaged or anyone is injured in a tent incident.

Vendors are encouraged to attend as many Saturdays as possible. Vendors who are absent from the Market for 6 months or more will be removed from the list and will have to reapply to participate.

## **IMPORTANT INFORMATION:**

Vendors retain all profits from their sales, after the above fees are paid. The Art Market makes no guarantees of the amount of profit that will be generated by sales activities.

Vendor space size is 10' x 10'. You may use a tent. All tents **MUST** be weighted. The Art Market does **NOT** provide tables, chairs, tents, water or electricity.

Set-up time is 7:30 to 8:30 a.m. in the Spring/Summer/Fall. 8:30-9:30 in Winter. When you arrive, you will receive a space number on a first come, first served basis.

Note: while the first approximately 12 spaces are generally fixed, after that, the Market Manager has discretion to move people to different spaces to fill in gaps. The Market Manager or her delegate may move people at her discretion to accommodate food trucks, safety, and shopping flow.

In inclement weather, it is up to you whether to attend.

## **IMPORTANT SAFETY RULES:**

**DO NOT** set up before 7:30 a.m. in the Spring/Summer/Fall. **DO NOT** set up before 8:30 a.m. during the Winter season.

When you arrive, unload your car and **immediately remove** your car to a parking lot, **before** completing setup.

**DO NOT** set up your booth until after the orange cones have been placed to keep cars from entering the Hunt Street area.

**DO NOT** arrive early and leave your things unattended. This attracts theft and can pose a safety hazard for everyone. The Art Market is not liable for theft or loss.

When breaking down after the Market, **pack all your things completely before bringing your car in.** Load and exit in a timely fashion.

## **IMPORTANT NOTE ON CONDUCT:**

Market vendors should behave professionally and courteously at all times, and represent the best of Durham and our community. If at any time the Market Manager observes unprofessional or discourteous activity, he or she may remove the vendor from the Market. The Market Manager reserves the right to revoke a vendor's approval at any time. Thank you for your cooperation.

**Smoking:** We respectfully request that if you use any tobacco products, please do so off site.

## **MARKETING RESPONSIBILITIES:**

The Art Market advertises and promotes itself via Durham calendars, Facebook, the web site, Twitter, Instagram, Durham Artwalk, special events, and other promotional materials and activities. In addition, it is **very important** that every vendor support the Market's advertising efforts. Some suggestions:

- "Like" the Art Market Durham Facebook page and share it on your Facebook profile
- Follow us on Twitter and Instagram and share/post/tag us frequently
- Put a signature in your outgoing emails promoting both your business and the Market, telling your contacts that they can find you there. List our web site and social media links.
- Send us your business information (web site, pictures, etc.) and we will post them on Facebook.