Macomb Arts Center 2024 Art and Gift Market

Information & Application Form

Market Information and Rules

1. Eligible Sellers: All items for sale must be the work of the sellers present at the Art and Gift Market. Commercial products, buy-sell items and food items are not accepted. An appropriate balance for the entire market is considered when determining the number of vendors accepted for each medium. All decisions regarding the selection process are made by the Art and Gift Market Committee at the committee's discretion and are final.

2. Market Hours: Friday, December 13 from 5:00 to 8:00pm; Saturday, December 14 from 10:00 am to 4:00 pm; Sunday, December 15 from 1:00 to 4:00pm.

3. Set-up times: Friday 3:00 pm; Saturday 9:00 am, Sunday 12:00 noon. Booths may be left set-up in place overnight. Arts Center will be locked overnight.

4. Booth size: There are 19 booth spaces; each is approximately 10 feet by 10 feet. Not all spaces are square. Vendors must keep display within the designated and assigned space. Some, but not all, booths include wall space.

5. Booth fees (due with application, refundable if applicant is not accepted or if event is cancelled by the MAC): $50 members/$60 non-members.

6. Equipment Provided: Chairs are available, but sellers must furnish their own tables and other display items. Some electrical outlets available. In order to accommodate the maximum number of vendors, NO PORTABLE WALLS WILL BE ALLOWED; items needing wall space must be displayed on Gallery walls.

7. Sales Tax: Each vendor is responsible for paying applicable sales tax; MAC cannot assume responsibility for payment of sales tax.

8. Application requirements: Booths may be requested for individuals and small groups. Booth fee and three digital photos of work **per seller** must accompany the application form and photos are not returnable. Digital photos in JPG format are required and must be sent to artgiftmarket@gmail.com. We do not accept printed photos.

Completed applications may be mailed to Art and Gift Market, c/o Macomb Arts Center, P.O. Box 692, Macomb Il 61455 or dropped off at the Arts Center, 25 East Side Square, Macomb, Illinois during the hours of Tuesday, Wednesday, Thursday 11:00 pm to 6:00 pm; Friday 11 a.m. to 7:00 pm and Saturday 11:00 am to 5:00 pm. Applications attached to an email are accepted as long as booth fee is paid to the Macomb Arts Center via PayPal (macombartscenter.org/events).

Deadline for applications is Friday, November 15, 2024. Sellers will be notified of acceptance by November 20, 2024. Applications received after November 15, 2024 will not be considered. Incomplete applications will not be considered. **Submission of an application is not a guarantee of acceptance to the Art and Gift Market.**

Application form on next page.

2024 Art and Gift Market Application

Name_____Address_____

City_____State_____Zip_____

Telephone_____Email_____

Web Page, if any_____

Are you on Facebook? [ ]Yes [ ]No

If Yes, under what name?_____

If yes, we will tag you in our posts/ads about the Market including your digital images.

[ ] Wall space required. Please note that all items needing wall space must be displayed on Macomb Arts Center walls; **no portable walls are allowed**. Please do not request wall space if you do not have items that must be displayed on a wall.

[ ] Wall space not required.

Media (Commercial products, food, and buy-sell items not accepted.) Please give a short description of your work, which will be used in our social media publicity.

Display format: To assist us in assigning booth space, please describe how you will display the items you will sell: [Example: I will use two 3ft x 6ft tables and one dress form]

I have read this application and agree to accept and follow all rules and instructions contained in it. I understand that late and/or incomplete applications will not be considered. **I understand that submitting an application is not a guarantee of acceptance to the Art and Gift Market and that my fee will be refunded if I am not accepted**. I also certify that all items I will sell are made by me and are not commercial, food or buy-sell items. If the committee determines that a violation has occurred, I agree to withdraw my exhibit immediately.

(Signature indicates agreement.)

Signature _____ Date_____