



GRAND HAVEN ARTISTAN MARKET

DEADLINE TO
APPLY
March 29, 2018

EARLY REGISTRATION DEADLINE 3/15/18
GRAND HAVEN COMMUNITY CENTER, 421 COLUMBUS AVE. GRAND HAVEN, MI 49417

ARTISAN MARKET

August 3, 2018 9 a.m.- 6 p.m.

August 4, 2018 9 a.m.-4 p.m.

GRAND HAVEN COMMUNITY CENTER
421 COLUMBUS AVE, GRAND HAVEN, MI 49417
PHONE: (616) 842-2550 Fax: (616) 842-3490
Website: www.grandhaven.org

You are invited to apply for the annual Grand Haven Artisan Market. This application must be postmarked by **March 29th, 2018** and contain the following: Completed Application, Booth Fees and Photos. In order to “be green”, we will be relying mostly on e-mail to communicate.

Please be sure to print legibly and include a current e-mail address on your application.

Please read this application for details on booth sizes and prices. Be sure to include the **correct fees** to cover the booths in your requested area. **It is imperative that we receive your application by the deadline to establish placement to accommodate space requests, particularly if you will need electricity or more than one booth. Returning vendors will have first choice to return to previous booths or request to move. As of the deadline, booths are released for placement to new applicants.**

Items must be the applicant's *original work* NO *direct sales products in the summer market*. A selection committee reviews all applications and booths are assigned based on photographic representation and jury selection. Photographs should include your items as well as booth set up. Digital photos are acceptable and may be sent electronically. Actual photos submitted, become the property of Grand Haven Community Center.

By signing this application, you are confirming that the entries are your *original work* and that you agree to abide by the rules of the show. If accepted, you will be notified of your booth location in June. If not selected, a full refund will be made.

No refunds will be made for cancellations received after March 29, 2018.

Please read the Rules on the reverse side before submitting your application.

RULES OF PARTICIPATION

- ❖ All vendors shall comply with the rules of this event and are asked to fully cooperate with event and facility staff at all times. Failure to do so may result in dismissal.
- ❖ Applications received without photos, or correct payment will NOT be considered.
Be sure to include accurate booth fee.
- ❖ Vendors **must** unload *before setting up their booth*. **No parking in the front loading zone is allowed.** After unloading, all vehicles and trailers must move to public parking lots or street parking.
- ❖ To remain in good standing, a minimum of 48 hours cancellation notice is required.
- ❖ Vendors are limited to items that are the applicant's *original works of art, handcrafted items*. **NO direct sales merchandise.**
- ❖ **Set up is available on Thursday, August 2, 2018 between the hours of 1:00 p.m.-5:00 p.m.**
- ❖ Booths cannot extend beyond the designated booth size. Canopy tarps are not allowed. Vendors are responsible for set-up and tear-down of their booths and should respect adjacent booths/vendors.
- ❖ There is **no additional storage area** available aside from booth area.
- ❖ Vendors are responsible to bring their own carts.
- ❖ Tables and chairs are the vendor's responsibility. A fee will be charged to rent tables.
 - ❖ Once accepted in the Artisan Market, **no refunds will be made after March 29, 2018**
- ❖ The City of Grand Haven and its representatives shall not be responsible for injury, loss or damage to goods and property or legal action sustained by the exhibitor and/or their representative while on the premises.
- ❖ No smoking within 25 feet of the entrance of the building.
- ❖ No open flames are allowed under any circumstances.

**THE ARTISAN MARKET IS OPEN TO THE PUBLIC FROM:
9:00 A.M. - 6:00 P.M. on Friday and 9:00 A.M.-4 P.M., Saturday.
VENDORS ARE REQUIRED TO HAVE THEIR BOOTH SPACE READY BY 8:45 A.M.
AND EXHIBIT UNTIL THE CLOSING, EACH DAY.
TEAR DOWN WILL NOT BE ALLOWED PRIOR TO 4:00 P.M. on Saturday.
VENDORS MUST BE PRESENT DURING THE ENTIRE SHOW
TO DISPLAY AND/OR SELL THEIR ITEMS.**



Name: _____ Business Name: _____

Address: _____

City State Zip

Cell Phone: _____ Work Phone: _____

Home Phone: _____ E-mail: _____

Please provide a current email for notices

Have you participated in the show in the past? Yes No

If yes, do you want the same booth space as last year? Yes No

Brief description of your items using 3-4 words (used on promotional materials): Example: Eclectic Metal Signs

Item Description: _____

Please check the categories that best describe the handmade items products you sell:

- Apparel Candles Ceramics Children's Digital Media Dolls/Accessories
- Floral Food Furniture Glass Jewelry Knits/Crochet
- Leather Metal Painting Photography Pottery/Sculpture Recycled/Upcycles
- Seasonal Soaps Skincare Wood

Other: _____

# of Booths	<u>Paid by 3/15/18</u>	<u>Paid AFTER 3/16/18</u>
One Booth	\$180.00	\$200.00
Two Booths	\$275.00	\$295.00

Additional Items:

Electricity-\$10.00 _____

Tables-\$10.00 each _____

If you need electricity or tables please include in your total payment.

It is very important that we receive your application by the deadline in order to establish placement and to accommodate placement request!

Final Deadline: 3/29/18

After March 15, booth fees increase.

Please note: The items listed below MUST accompany this application. If not included, your application will NOT be processed.

I have enclosed the following (please check):

I have read the rules of the show and retained for my records. I have signed and completed the application form.

I have enclosed a self-addressed, stamped business size envelope with **two first class stamps** for return vendor packet. I

have enclosed check/money order# _____ in the amount of \$_____ or supplied valid credit card information.

I have enclosed photographs of my **original** artwork or **handmade** craft items **and** one of my booth display.

(Reminder: Minimum of 2 photographs required and become the property of Grand Haven Community Center.

Photos may be sent electronically by email attachment to cseise@grandhaven.org)

I have read and understand the requirements for participation in the Grand Haven Artisan Market.

I agree to abide by the rules, policies and guidelines of the show and understand that failure to follow these regulations may result in dismissal from this year’s show and/or future shows at the sole discretion of the Grand Haven Artisan Market. THIS FORM CAN BE PRINTED AND MAILED OR BY PRESSING THE SUBMIT BUTTON

Signature

Date

Payment:

Grand Total (includes booth fee/s and any extra items, including electricity and tables \$ _____

PAYMENT TERMS: Booth rental fee must accompany this application.

Payment Amount: \$ _____ Enclosed is a check/money order

Please make checks/money orders payable to: The City of Grand Haven

Credit card payments will be accepted through the City Treasurer’s Office at 519 Washington St. A 3% fee will be added to the total. <https://client.pointandpay.net/web/CityofGrandHavenMI>

An emailed receipt must be forwarded if paying online to cseise@grandhaven.org