

Artist Market Guidelines

Mission Statement:

The purpose of this event is to celebrate and promote our local creative community by offering local artists an opportunity to showcase and display original, handmade art and crafts.

The Artist Market of Eau Claire opposes the perpetration and instigation of hate, bias, violence and discrimination and instead offers a space where all people should feel safe and welcome. Although vendors have the right to their personal beliefs and politics, vendors operating under the Artist Market are expected to be respectful of all people and represent the above sentiments.

The Artist Market and Tangled Up in Hue have the right to deny any person the opportunity to participate as a vendor if their general conduct does not reflect this mission.

Event Location: Phoenix Park in downtown Eau Claire, WI

Event Hours: 7:30 am - 1 pm

- Set up begins at **6 am** and must be completed by **7:30 am** (vendors arriving after 7:30 am will be denied set up). *The Artist Market is scheduled to run concurrently with the downtown Farmer's Market.*
- **Tear down** begins at **1 pm** and must be completed no later than **2 pm**.
- Event Operators reserve the right to allow or deny set-up to vendors.

1. Unloading / Parking:

- Vendors should use Riverfront Terrace to unload product but must move vehicles immediately following unloading (these spaces are reserved for event patrons).
- You are not able to pull right up to your space, so please bring a cart to help you transport your items to your booth.
- Parking is available in the parking ramp on Wisconsin Street.
- No vendors are allowed to use the Phoenix Park Pavillion to unload product.
- Vendors should be mindful of other artists when loading and unloading product.

2. Requirements:

- Number of artists selected will be limited to space available-approximately 21 spaces.
- All applications will be reviewed by event operators who reserve the right to make all final decisions regarding allowable products.
- All work must be done by the exhibitor and must be handmade and original in design.
- Commercially purchased items are not allowed. Failure to follow this rule is cause for dismissal from the market.

3. Photo Submission:

- Each "new" artist application must be accompanied by digital images of original work.
- If accepted to the Artist Market, any photos submitted may be used for promotional purposes.
- Returning artists must submit digital images for promotion.

4. Booth Rental:

- Vendor spaces are 10' x 10' in size.
- Vendors are assigned a specific booth location for each market date. An email will go out to all vendors participating in each weekend's market **by 2 pm on the Friday before the event**. This email will include a map and spreadsheet listing your specific booth assignment. Keep in mind, your booth assignment might be different from week to week. TUIH will not accept requests for booth assignments on a weekly basis. Only vendors signing up for 12 or more event dates in one transaction are allowed to request a specific booth location. More details regarding this can be found in section 5: Payment / Fee Structure.
- No electricity is available to vendors.
- Vendors may share a booth space. Both artists must submit only one application including photos of both artists' work.
- Vendors must provide their own set-up including tent, tables, displays, weights etc. Tangled Up In Hue does not lease or rent tent equipment.
- Tents are encouraged but not required. Please keep in mind that we can get high winds. We encourage that you have a sturdy tent to protect yourself and your product. A white top is best, it makes your space brighter and more inviting.
- Tent stakes are **forbidden** by the City of Eau Claire Parks Department. **No** vendors are allowed to stake down their tent.
- Tent weights are **required** as this location experiences strong wind gusts. Come prepared. *Please note that you are responsible to use your own discretion in these conditions to remove product/displays.*
- Vendors are responsible to remove any garbage from their vending area before leaving the park.
- Smoking is not allowed by vendors in the vending area during the scheduled event hours.
- Pets are allowed at the market but must be kept on a leash at all times.
- All vendors are required to collect 5.5% sales tax on all items sold. Contact local government agencies for questions regarding tax reporting and collection.
- Neither the City of Eau Claire nor Tangled Up in Hue LLC is responsible for loss or damage to artwork or display material.

5. Payment / Fee Structure:

- Vendor fee is **\$65** per event date. No refunds will be given for cancellations.
- All vendors who register for 12 or more event dates in one transaction will be given a preference of booth location. Once payment has been received for your 12 or more event dates, Tangled Up in Hue will contact you via email with a form to request your top

3 booth locations. These booth requests will be determined on a first come, first serve basis.

- Full Payment for all registered dates is due at the time of registration.
- If payment is not received at this time, you are not yet registered and your space will **not** be reserved.

6. Cancellations / Transfers / No-Shows

- No refunds will be given to vendors choosing to cancel a scheduled event date.
- If you wish to cancel one of your dates, it may be transferred to another date for a **\$10** fee, however notification of cancellation must be submitted to us 24 hours before the date you wish to cancel.
- Transfer Requests can be submitted only at the time of cancellation. Please follow the link on our website for step-by-step instructions on how to submit cancellation/transfers.
- Transfers will only be allowed if space is still available on "new" date.
- If a vendor fails to notify event operators of a cancellation and does not appear at a scheduled event date, it will be considered a "No-Show" and the vendor will forfeit their payment for that event date.
- Any vendors who have 2 or more "No-Shows" in one season may be denied acceptance into future Artist Markets.

7. Weather

- This event is rain or shine. Please prepare for any and all weather conditions.
- Vendors may delay set-up or decide to tear down early in any inclement weather per their discretion. Please be courteous of other vendors and patrons if choosing to do this.
- We will only cancel the Artist Market for weather conditions if wind speed is predicted to be 20 mph or higher. You will be alerted by email regarding cancellations due to weather.
- The onsite vending coordinator will alert vendors of any inclement or severe weather conditions that may impact that day's market.
- No refunds will be given for cancellations due to weather.