

Application (Deadline April 1, 2017)

Please Print Clearly

Name: _____ Phone: _____

Business Name: _____

Address: _____ City/State/Zip: _____

E-Mail: _____

Art Medium: _____

Special Requests: _____

Participate in 2016? (does not guarantee acceptance) Yes No

Show Applying For:

_____ Old Town Arts & Crafts Fair
(Sunday, June 25, 2017; 10 am - 5 pm)
_____ Cherry Festival Arts & Crafts Fair
(Sunday, July 2, 2017; 10 am - 7 pm)
_____ Downtown Art Fair
(Saturday, August 19, 2017; 10 am - 5 pm)
Late Fee (Postmarked After April 1, 2017)
Late Fee (Applied One Week Prior to Fair)
No Exceptions

Exhibit Space/Fees:

_____ Spaces Requested @ \$75 per 10' x 10' space. Total Fees: _____
_____ Spaces Requested @ \$150 per 10' x 10' space. Total Fees: _____
_____ Spaces Requested @ \$100 per 10' x 10' space. Total Fees: _____
_____ @ \$25 per fair Total Fees: _____
_____ @ \$50 per fair Total Fees: _____

Total Enclosed: _____

Payment: (Fees are non-refundable and due with this form by April 1, 2017)

Check (made payable to "DTCA," one per fair) Check (s) # _____
Money Order (made payable to "DTCA," one per fair) Order (s)# _____
Visa/MasterCard/Discover
_____ exp _____ (three digit code on back) _____

General Release Terms (signature required for processing): The Downtown Traverse City Association art fair series are juried, invitational fairs. All merchandise offered for sale must be original, handmade or created by the artist; manufactured or imported handmade merchandise is not permitted and, if witnessed, the vendor will be asked to immediately leave the fair with no refund of entry fee. The DTCA reserves the right to refuse any applicant. The undersigned also does hereby forever discharge the Downtown Traverse City Association, City of Traverse City and National Cherry Festival from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to property of the undersigned while in the possession or supervision of this event, and consents to the enforcement of the fair rules as published. All entries are subject to be juried; reservations are held on a first-come, first serve basis; fee will be processed upon acceptance and is non-refundable.

Applicant's Signature: _____ Date _____

Application MUST be completed to be accepted.

Samples (i.e. pictures, and/or slides, etc.) of work and vendor booth photo may be provided in digital format to art@downtowntc.com or mailed to "DTCA" P.O. Box 42 Traverse City, MI 49685: TWO self-addressed stamped envelopes must be provided PER SHOW.

DTCA Office Use Only:

Date payment rec'd _____ Amount _____ Booth# _____

2017 Downtown Traverse City Art Fair Policies

Hours:

- All fairs begin at 10 am. Exhibits MUST be set up no later than 9:30 am.
- Old Town Arts & Crafts Fair: (Sunday, June 25, 2017) 10 am - 5 pm
- National Cherry Festival Arts & Crafts Fair: (Sunday, July 2, 2017) 10 am - 7 pm
- Downtown Art Fair: (Saturday, August 19, 2017) 10 am - 5 pm
- No booth may dismantle prior to closing times.
- Streets involved will be closed beginning at 6:30 am and continuing no more than two hours after the fairs close to allow for adequate set-up and removal of displays.
- All fairs will be held regardless of weather.

Booth Area:

- Booth spaces are 10' x 10'. Requested additional space requires additional fees.
- Artists are responsible for their own tables, chairs and display area. Please assure that the exhibits are stable and secure and that all tents, canopies and awnings are fire retardant.
- Please note that there is no source for electricity or water and generators are not permitted.

Deadline & Fees:

- Deadline for all fairs is April 1, 2017. Registration after the deadline is subject to availability and acceptance by the fair committee. A \$25 late fee will be assessed for any entry form submitted after the deadline. A \$50 late fee will be assessed for any submissions one week prior to each fair. Acceptance of notification will take place no later than May 1, 2017.
- Entry forms will not be processed nor any booth assigned without payment in full. Any check that is returned for non-sufficient funds or credit card order that is not approved will be immediately taken off the reservation list and participation will be forfeited.
- Absolutely NO REFUNDS. Entry fee will not be processed unless applicant is accepted into show.

Application & Jury Policies:

- To increase the quality of our fairs, we are requiring that vendors reapply to the fair, regardless of past participation or acceptance. This must be done periodically to maintain a quality event.
- All merchandise offered for sale must be original, handmade or created by the artist. Manufactured or imported handmade merchandise are absolutely not permitted. Any participant who is found selling merchandise of a manufactured or imported nature will be asked to leave immediately with no refund of entry fee.
- The DTCA reserves the right to refuse any applicant, for any reason.
- Each fair is juried separately and all prospective exhibitors must apply to each individually. Acceptance to one does not guarantee acceptance at another.
- Photos, slides or samples of work to be exhibited are reviewed by the fair committee. A photo of the vendor booth must be provided as well. Digital photos may be emailed to art@downtowntc.com. Samples (i.e. pictures and/or slides, etc.) must be submitted and representative of ALL types of items exhibited. Mailed samples MUST include a stamped self-addressed envelope with sufficient return postage. An additional self-addressed stamped envelope must be provided.
- Please make note that accounts that have been inactive for two years will be deleted from our database.

Placement Policies:

- Special requests for placement or other needs may be made on the entry form for each show.
- All requests will be considered by the fair committee and honored to the best of its ability, however, there are no placement guarantees.
- Booth assignment, along with other fair information, will be sent two weeks prior to each fair date.

Downtown Traverse City Association
P.O. Box 42
Traverse City, MI 49685
231.922.2050 phone
231.922.4863 fax
art@downtowntc.com
www.downtowntc.com

Lodging Information: Traverse City Tourism www.traversecity.com