

# 2024 Downtown Traverse City Art Fair Policies

## Hours:

- All fairs begin at stated times. Exhibits MUST be set up no later than 30 minutes before show opening.
- Old Town Arts & Crafts Fair: 10am - 5pm Union Street in Old Town June 15, 2024
- National Cherry Festival Arts & Crafts Fair: 9am - 5pm Union Street in Old Town Sunday, June 30, 2024
- Downtown Fine Arts & Crafts Fair: 10am - 5pm on Cass Street August 17, 2024
- No booth may be dismantled prior to closing times.
- Streets involved will be closed beginning at 6:00am and continuing no more than two hours after the fairs close to allow for adequate set-up and removal of displays. You will be notified of the specific set up time in an email.
- All fairs will be held regardless of weather.

## Booth Area:

- Booth spaces are 10' x 10'. Requested additional space requires additional fees as well as specific locations.
- Artists are responsible for their own tents, tables, chairs and display area. Please ensure that the exhibits are stable and secure and that all tents, canopies and awnings are fire retardant. We are known for high winds, please be prepared.
- Please note that there is no source for electricity or water and generators are not permitted.
- All your items must be organized within your booth. DTCA reserves the right to ask vendors to be compliant.
- Two weeks prior to show date, you will receive the map and loading in and out instructions.

## Deadline & Fees:

- Deadline for all fairs is April 8, 2024. Registration after the deadline is subject to availability and acceptance by the fair committee.
  - A \$50 late fee will be assessed for any entry form submitted after the deadline.
  - A \$75 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, 2024.
- Invoices will be made available upon acceptance into the fair and sent to the appropriate email address. Payment is due within one week of the invoice being sent.
- Booth assignments will not occur without payment in full.
- If any art fair is canceled due to MDHHS orders, refunds will be provided. Absolutely NO REFUNDS otherwise.

## Application & Jury Policies:

- All vendors must apply to the fair, regardless of past participation or acceptance.
- 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.
- Images of work to be exhibited are reviewed by the fair committee. You must include a photo of your booth display, 3-7 photos of the exact product types you will be bringing, and 2 images of your creation process. Clear cell phone shots that are in focus are fine. No need for professional photography.
- By submitting these photos, you are agreeing to the use of your digital files for possible promotional materials.

## 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 to the email address provided.

Downtown Traverse City Association

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