



3945 Museum Drive, Tallahassee, Florida 32310 (850) 576-9820

Tallahassee Museum

Dear Artists and Craftsmen:

Thank you for your interest in Market Days, a premiere juried arts and crafts show held in Tallahassee, Florida. The dates for Market Days 2019 are December 7th and 8th 2019.

On the following pages, you will find the application packet for Market Days 2019. Please read the information carefully as we have made some changes to the application process and the application deadline. We are a juried arts and crafts show and not a show for buy/sell items.

Your completed application and fees of full payment or no less than a \$100.00 deposit must be received no later than May 15, 2019 to be included in the jury.

Again, thank you for your interest in Market Days. Because of the wonderful exhibitors who participate, we are able to provide support to a museum that is a very important part of the Tallahassee community.

Sincerely,

A handwritten signature in black ink that reads "Kay Cunningham". The signature is written in a cursive, flowing style.

Kay Cunningham, Chair
Arts and Crafts Committee
Market Days

E-mail: artsandcrafts@marketdays.org

Website: www.marketdays.org

Phone: (850) 576-9820

Sponsored by the Tallahassee Museum
www.marketdays.org
(850) 576-9820

Held at the North Florida Fairgrounds
Tallahassee, Florida
Saturday and Sunday, December 7th and 8th, 2019

ELIGIBILITY AND RULES:

All arts and crafts media are eligible. Items submitted must be the original work of the Artist or Craftsman applying. This show is promoted as an arts and crafts show, **not buy/sell**. You must disclose any items submitted on your application that are not made by you but are a necessary part of your original work. Artists can only display and sell work that has been juried.

The Arts and Crafts Chair and Committee will have final approval on all acceptance/rejections, placement and reserves the right to remove misrepresented or inappropriate materials from the show. If your exhibit contains school or sport logos, you **must** have your trademark licensing information with you. Reproductions of the images submitted by artists who are accepted may be used for publicity.

DATES AND HOURS: December 7th and 8th 2019

Saturday: 8:00 AM - 5:00 PM

Sunday: 10:00 AM - 4:00 PM

APPLICATION:

Applications will be processed online at www.marketdays.org

- \$25 application fee (non-refundable)
- Full payment or no less than a \$100.00 deposit.
- Credit Card payments accepted
- If for some reason you cannot pay with a credit card, **your checks must be mailed to and include your name, not just your business name:**

Tallahassee Museum Market Days
3945 Museum Drive
Tallahassee, Florida 32310

Applications will not be juried without payment. In order to be juried for Market Days, you must pay the application fee and either make full payment for your space or no less than a \$100.00 deposit. If you are not accepted, your space, camping, table fee will be returned to you. If you are accepted to the show and only paid the \$100 deposit, the balance of your fee will be due **no later than** July 31, 2019. The committee will assign all spaces and honor any space request, whenever possible, based on availability.

Categories: Our jury is broken down into categories, i.e., jewelry, woodcraft, food, wearable art, etc. If you have more than 1 product in your booth, you must list your products. Due to the number of applications we receive for the jewelry category, if you have jewelry of any kind in your booth, jewelry is the category in which you will be juried. Example: If your primary product is woodcraft and you also make jewelry to sell, your jewelry will take precedence and you will be juried in the jewelry category.

DIGITAL MEDIA:

Artists and craftsmen must submit at least three (3) high resolution digital images of their current work via e-mail, CD, or photographs. Also, you should submit 1 image of you making your product and copies of two current receipts where you purchased materials to make your product. To be considered for use in the newspaper advertisement, it is important that images be of excellent quality, in good condition, and representative of work you will sell. CDs must be labeled with your name. Pictures and CD's will become part of the Market Days archives.

CAMPING ON SITE AT FAIRGROUNDS:

Camping means sleeping on the fairgrounds property. The fee for camping on the grounds is \$25 per night. This fee is whether or not you are connected to electricity, water or sewer. There are very few spaces that have full connections and they are available on a first come, first served basis. If you need a 220V connection, the rate is \$75 per night.

EARLY ACCESS TO FAIRGROUNDS ON THURSDAY: (Between 1:00 p.m. and 4:00 p.m.)

If you wish to take advantage of having access to the Fairgrounds on Thursday to drop your trailer or camp, there will be an Early Access Fee of \$25.00. This cost will be in addition to the regular camping fee of \$25.00. **This does not include access to the buildings.** Set-up in the buildings will begin at 8:00 a.m. Friday morning. Vendor access on Thursday will be from 1:00 p.m. to 4:00 p.m.

FEES AND BOOTH SPACE INFORMATION:

Application Fee (non-refundable) - \$25.00

Entry fee—Space size, cap, corner and tables (8', \$15 each) and camping fees. (See application for specific space sizes, cost). Only tent frames are allowed inside. If the requested space size is not available and you agree to a different size space, you will be either billed or refunded the difference. Electricity is available for all spaces. You are responsible for providing your own heavy duty extension cords, 3-way plugs, duct tape, and any additional lighting you may require. **NO** space heaters are allowed.

ONLINE APPLICATION

Please include:

- 3 High Resolution Digital Images.
- 1 Image of you making your product.
- 2 current receipts where materials were purchased to make your product.
- Completed online application form (**signed**).
- All items marked with a red asterisk **MUST** be filled out

IMPORTANT DATES:

May 15, 2019 - Deadline for receipt of completed application, materials and payment.

June 30, 2019 - Notification of acceptance/rejection will be mailed to applicants no later than this date.

July 31, 2019 - **NO MONEY REFUNDED AFTER THIS DATE.**

July 31, 2019 – If you are accepted and a \$100.00 deposit was paid with application, balance of payment must be received by this date. If payment is not received, you are subject to lose your deposit and space at the show.

If you have not heard from Market Days by August 31, please contact us.

Phone: (850) 576-9820

(Leave message)

artsandcrafts@marketdays.org

Website: www.marketdays.org

TAXES:

Exhibitors are responsible for collecting and reporting all State of Florida and Leon County sales taxes (7.5%).

During Market Days, you are required to collect 7.5% Florida Sales Tax for every taxable sale. The taxes collected will be submitted to the Florida Department of Revenue.

If you have a Florida Sales Tax Identification Number, you will be expected to submit the tax collected at Market Days on your Florida Sales Tax return. If you **do not** have a Florida Tax Identification number, you will be required to submit the Florida Sales Tax on the Special Event Sales Tax Packet you will be given at check-in.

At the end of the show, we will provide the Florida Department of Revenue your name, contact information, and Florida Sales Tax Identification Number, if provided, as record that you participated in the event.

ARRIVAL AND CHECK IN:

For your planning purposes, the grounds will be open for set-up on Friday, December 6th, 2019 from 8:00 AM until 6:00 PM. **You must** re-confirm your space if you are not checked in by 5:30 PM on Friday by calling 850-576-9820 and leaving a message. The grounds will reopen at 6:30 AM on Saturday and all exhibitors must be set up by 7:45 AM. The show opens at 8:00 AM when special

event Early Bird shoppers are in line and ready to shop. On Sunday, grounds open for exhibitors at 8:30 AM.

EXAMPLE: CAPS AND CORNERS

