



1700 N. Monroe Street, Suite # 11 – 140, Tallahassee, Florida 32303 (850) 576-9820

Tallahassee Museum of History and Natural Sciences

Dear Artists and Craftsmen:

Thank you for your interest in Market Days. A premier, juried arts and crafts show held in Tallahassee, Florida. The dates for Market Days 2012 are December 1st and 2nd.

Market Days began 47 years ago and has grown to a bigger and better show each and every year. Each year between 13,000 and 15,000 people attend this two-day event. The proceeds from Market Days benefit the Tallahassee Museum of History and Natural Sciences. .

Please read the Artist Information sheet carefully before applying to Market Days. If you wish to apply for the 2012 show, please make sure you complete, sign and date your application and include your payment. Also include pictures if you cannot transmit them electronically. You will need to submit 3 images of your work. We prefer that your images be submitted electronically to the e-mail address below, or on a CD. Slides are not accepted. Where possible, all future correspondence will be via e-mail. If you do not have an e-mail address, you must include a #10 SASE for mailing.

Because we do not jury until the first week of August, all **monies received will be deposited** in the Market Days account when received. Completed applications and payment do not guarantee a space at Market Days. We are a juried show and all applications that include the application fee and space fee are included in the jury process. If for some reason you are not accepted for the show, your space money will refunded to you in late August. Please remember that the jury fee is non-refundable.

The completed application and fees **must be received by July 15th, 2012**. Applications which do not include all fees will not be juried. All vendors who have applied will be notified of the jury's decision by August 31, 2012. If you fail to get a response by the end of August, please email or call.

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

Sincerely,

Sheila Skipper, Chair
Arts and Crafts Committee
Market Days Arts and Crafts Show

Email: artsandcrafts@marketdays.org

Website: www.marketdays.org

Phone: (850) 576-9820

Attachments (3)



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

Held at the North Florida Fairgrounds
Tallahassee, Florida
Saturday and Sunday, December 1 and 2, 2012

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 1 and 2, 2012
Saturday: 8:00 AM - 5:00 PM
Sunday: 10:00 AM - 4:00 PM

APPLICATION: Two separate checks must accompany your application:
- Check one: \$25 jury fee
- Check two: Payment for space size, tables, cap or corner & camping

Applications will not be juried without full payment. The \$25 jury fee is nonrefundable. If you are not accepted, all other payments will be returned to you. 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 primary and you will be juried in the jewelry category.

DIGITAL MEDIA:

Artists and craftsmen must submit three (3) high resolution digital images of their current work via e-mail, CD, or photographs (**slides are no longer accepted**). 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. They will be returned at the show.

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 3:00 p.m. and 6:00 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 3:00 p.m. to 6:00 p.m.

FEES AND BOOTH SPACE INFORMATION:

Jury 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; NO CANOPIES. Checks returned by the applicant's bank will incur a \$25

charge. 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.

MAIL APPLICATION TO:

Market Days
1700 N. Monroe Street, Suite # 11 - 140
Tallahassee, FL 32303

Please include:

- 3 High Resolution Digital Images (electronic submission preferred).
- Completed application form (signed and dated)
- One check for the jury fee
- One check for all remaining money
- A stamped, self-addressed #10 size envelope **(if you do not have an e-mail address)**

If you send samples, they will be considered during jury, but will not be returned.

IMPORTANT DATES:

July 15, 2012 - Deadline for receipt of completed application, materials and payment.

August 31, 2012 - Notification of acceptance/rejection will be mailed to applicants no later than this date.

August 31, 2012 - **NO MONEY REFUNDED AFTER AUGUST 31, 2012.**

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

Phone: (850) 576-9820 (Leave Message)

Email: 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%).

Tax calculation charts will be provided to you at the event.

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. At the show, you will be provided a tax calculation card to assist in determining the tax to be collected for each sale.

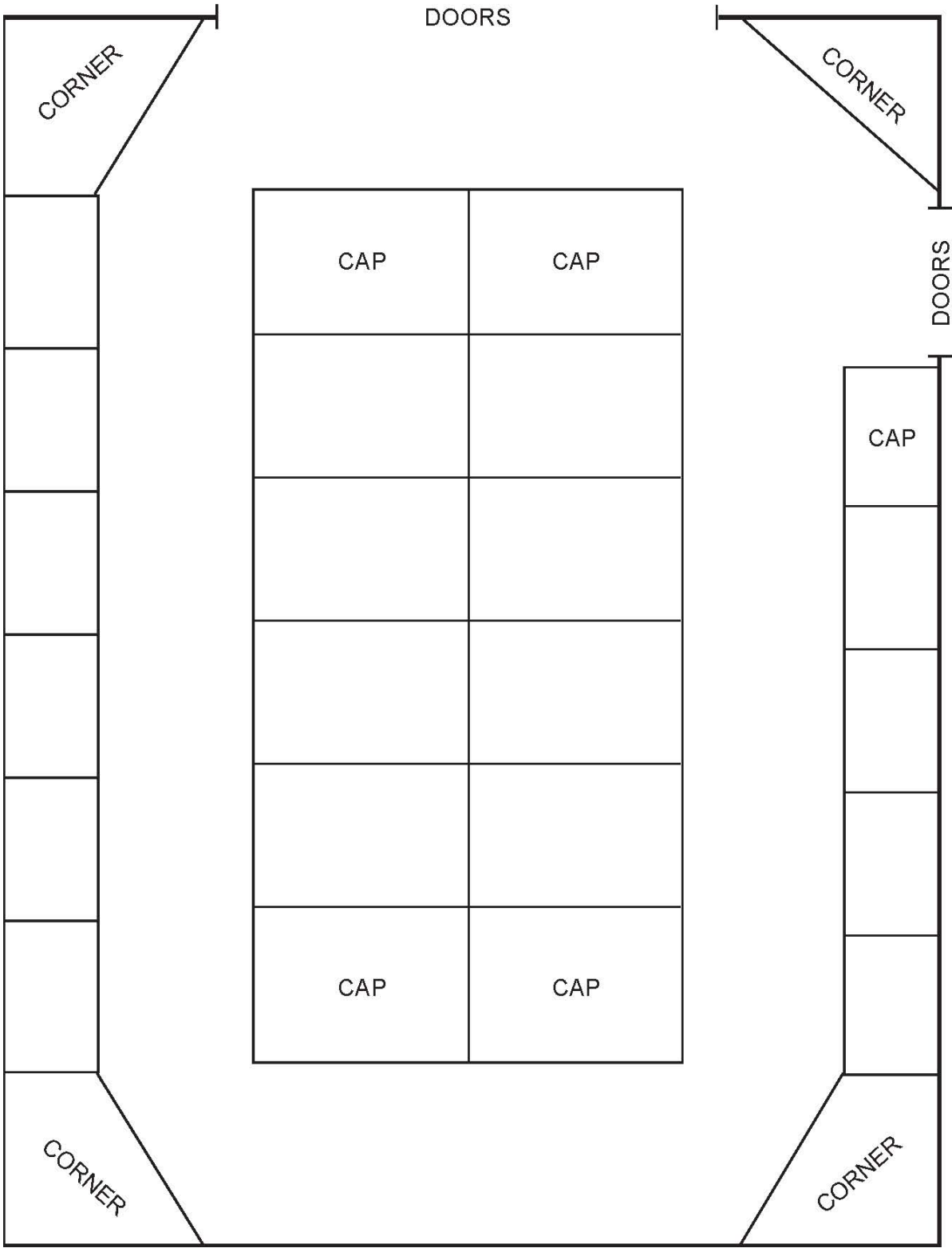
If you have a Florida Sales Tax Identification Number, you will be expected to submit the tax collected at Market Days on your Florida Sales Tax return. If you do not have a Florida Tax Identification number, you will be required to submit the Florida Sales Tax on your sales before you leave the show. If you do not have a Florida Tax Identification number, when you check-in on Friday, you will be given a Special Event Sales Tax Packet. On Sunday afternoon, a representative of the Florida Department of Revenue will be at Market Days to collect your sales tax. The representative will be located at a table just outside the information booth.

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, November 30, 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 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



**Market Days
Arts and Crafts Application
Tallahassee, Florida
December 1st and 2nd, 2012**

OFFICIAL USE ONLY

Vendor #: _____ Space: _____

Accepted: _____ Rejected: _____

Date: _____	New: _____
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Craft: _____

OUTSIDE: OT MDT OTO
10X10 20X10 30X10 40X10

INSIDE: CAP CORNER
14X8 14X10 18X10 28X10
Other _____

Camping: T F S S

Tables: _____ Total \$: _____

Images: _____ Picture CD E-Mail

On File: Yes No

Pub: Yes No

Last Name/First Name: _____	
Last Name/First Name: _____	
Business Name (if applicable): _____	
Address: _____	
City: _____	State: _____ Zip: _____
Home phone: (____) _____	
Cell phone: (____) _____	
E-mail: _____	
Florida Tax Number: _____	

Please submit 2 checks, one for \$25 Jury Fee and one for Entry and Rental Fee (calculate amount below).

CHECK 1 - Jury Fee (Non-refundable) \$25.00

CHECK 2 - ENTRY FEE- calculate total below. Check desired space size and enter amount for space. To the space total, add cap, corner, tables or camping - if needed.

✓	Amount	Select desired space:
		INSIDE BUILDING
		\$ 350.00 - 14' x 10'
		\$ 450.00 - 18' x 10'
		\$ 700.00 - 28' x 10'
		\$ 280.00 - 14 x 8 fixed wall (limited to 25 in Bldg. 3)
		OUTSIDE - tent supplied by Market Days
		\$ 350.00 - 10' x 10' Tent
		\$ 620.00 - 20' x 10' Space in a large tent
		OUTSIDE - tent supplied by Artist
		\$ 280.00 - 10' x 10'
		\$ 480.00 - 20' x 10'
		\$ 680.00 - 30' x 10'
		\$ 880.00 - 40' x 10'
		Mark to request a corner or cap space:
		+ \$ 50 - corner (limited number)
		+ \$ 65 - cap (limited number)
		Mark to rent any tables: 8' tables only
		Enter number of tables requested: _____
		+ \$ 15 each - table rental x number of tables
		Mark for camping reservations:
		+ \$25 per night - 110V Thurs. Fri. Sat. Sun
		+ \$25 Early Access Fee to Grounds on Thursday for Dropping Trailer or Camping (See detailed description in attached guidelines)
		CALCULATE TOTAL FOR CHECK 2 - Add fees for space size, cap or corner, tables, and camping for total.

Is this work handmade by you? Yes No
If yes, explain how your work is made.
If no, explain why you are qualified for a show that requires original work. (Use a separate sheet of paper if needed.)

Explain your work in three words (ex.: Hand Painted Porcelain)

List all items you plan to sell at Market Days. Be specific since you will only be allowed to sell work described.

Price range of your items: \$ _____ to \$ _____

Best Seller: _____ Price: \$ _____

Have you been to Market Days before: Yes No
If yes, when: _____

Do you participate in other shows? Yes No
If yes, list two: _____

Is your display more than 6 feet tall? Yes No
If yes, how tall? _____

Some walls have support beams within the space. This is NOT considered a straight/flat wall.
Does your display require a straight, flat wall with no abutments:
 Yes No

Will you accept a space other than the one requested:
 Yes No
If the only way you can be accepted into Market Days is by agreeing to bring your own tent for an outside set-up, will you do this?
 Yes No If yes, what size is your tent? _____

Do you have any Special Requirements? _____

Please send completed application; 2 checks; a stamped, self-addressed #10 envelope (if you do not have e-mail); and digital media (if not e-mailed) to arrive by July 15, 2012 to:

**Market Days
1700 N. Monroe Street, Suite # 11 - 140
Tallahassee, FL 32303**

I have read and agree to abide by the terms specified on the information sheet. I understand that the work entered in Market Days is subject to the conditions on the information sheet. The Tallahassee Museum will not be responsible in any way for damage to the work or persons participating in this show.

Make both checks payable to the Tallahassee Museum. Refunds will not be made for cancellations after 8/31/12

_____ Sign _____ Date _____