



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

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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 2017 are December 2<sup>nd</sup> and 3<sup>rd</sup>, 2017.

The first Market Days was held on the grounds of the Museum, currently known as the Tallahassee Museum of History and Natural Sciences in 1965. The show started out with just a few local artists and has grown to a juried show of more than 250 artists and craftsmen.

Attached, you will find the application packet for Market Days 2017. Please read the information carefully as we have made some changes to the application process. We are a juried arts and crafts show and not a show for buy/sell items.

Your completed application and fees must be received no later than July 15<sup>th</sup>, 2017 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](mailto:artsandcrafts@marketdays.org)

Website: [www.marketdays.org](http://www.marketdays.org)

Phone: (850) 576-9820

Attachments (3)

Sponsored by the Tallahassee Museum

[www.marketdays.org](http://www.marketdays.org)

(850) 576-9820

Held at the North Florida Fairgrounds

Tallahassee, Florida

**Saturday and Sunday, December 2 and 3, 2017**

## 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 2 and 3, 2017

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 application fee (non-refundable)
- Check two: Full payment or no less than a \$100.00 deposit.

**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** September 30, 2017. 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; 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  
3945 Museum Drive  
Tallahassee, FL 32310

Please include:

- 3 High Resolution Digital Images (electronic submission preferred).
- 1 Image of you making your product.
- 2 current receipts where materials were purchased to make your product.
- Completed application form (**signed and dated**)
- One check for the application fee (must be included with application)
- One check for all remaining money (must be included with application) or a \$100.00 deposit
- A stamped, self-addressed #10 size envelope (**if you do not have an e-mail address**)

## IMPORTANT DATES:

July 15, 2017 - Deadline for receipt of completed application, materials and payment.

August 31, 2017 - Notification of acceptance/rejection will be mailed to applicants no later than this date.

August 31, 2017 - **NO MONEY REFUNDED AFTER AUGUST 31, 2016.**

September 30, 2017 – If you are accepted and a \$100.00 deposit was paid with application, balance of payment **must** be received by this date. **If the balance due is not received by September 30<sup>th</sup>, you stand to lose the deposit as well as the space at Market Days.**

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

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

Email: [artsandcrafts@marketdays.org](mailto:artsandcrafts@marketdays.org)

Website: [www.marketdays.org](http://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.

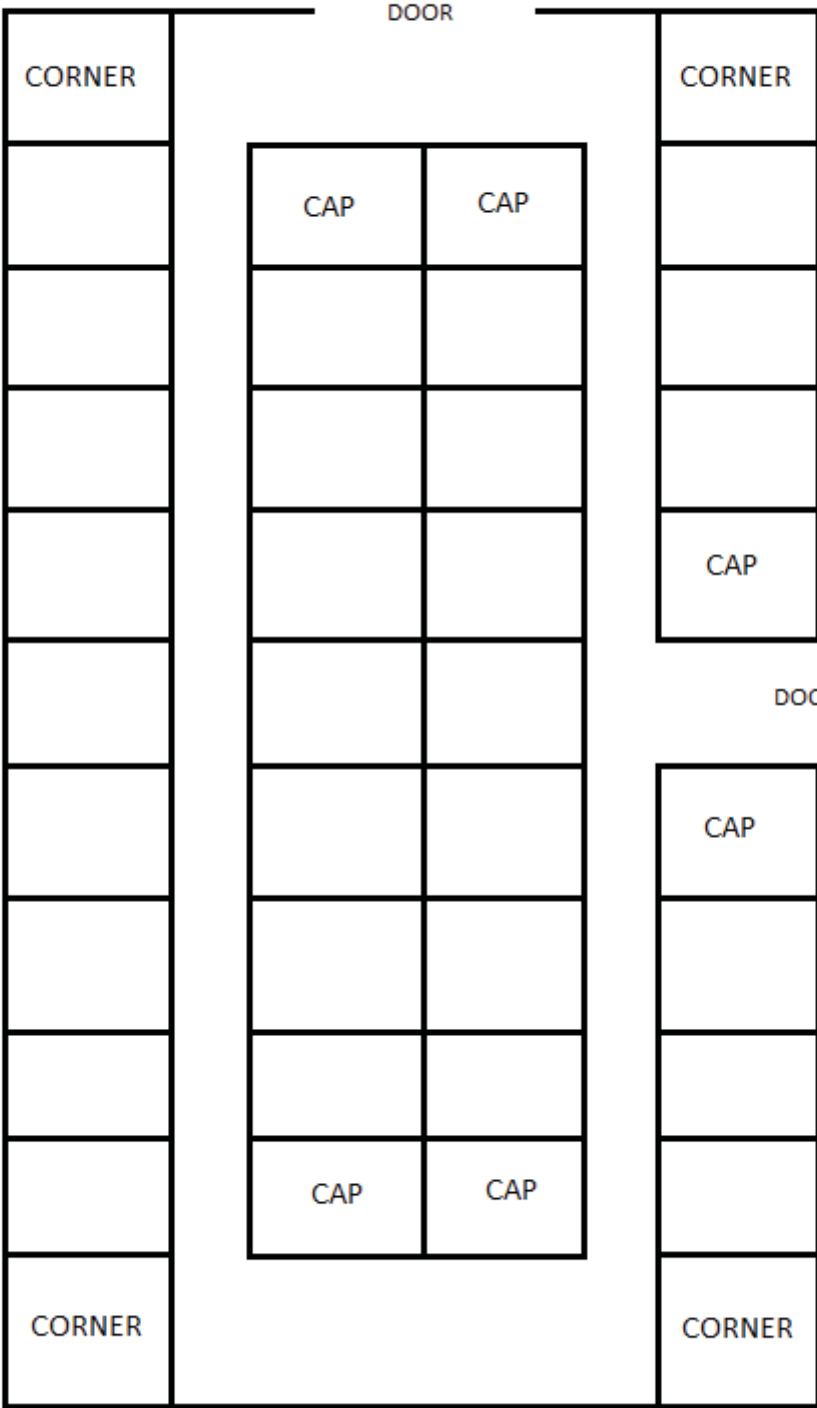
If you have a Florida Sales Tax Identification Number, you will be expected to submit the tax collected at Market Days on your Florida Sales Tax return. If you **do not** have a Florida Tax Identification number, you will be required to submit the Florida Sales Tax on the Special Event Sales Tax Packet 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 1, 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: CAP AND CORNERS**



**Market Days  
Arts and Crafts Application  
Tallahassee, Florida  
December 2<sup>nd</sup> & 3<sup>rd</sup>, 2017**

**OFFICIAL USE ONLY**

Vendor #: \_\_\_\_\_ Space: \_\_\_\_\_

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Date: \_\_\_\_\_ New: \_\_\_\_\_

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

Early Entry:  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 Application Fee and one for Entry and Rental Fee (calculate amount below).

**CHECK 1 - Application 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:
		<b>INSIDE BUILDING</b>
	\$ 350.00	- 18' x 8'
	\$ 350.00	- 14' x 10'
	\$ 450.00	- 18' x 10'
	\$ 700.00	- 28' x 10'
		<b>OUTSIDE - tent supplied by Artist</b>
	\$ 280.00	- 10' x 10'
	\$ 480.00	- 20' x 10'
	\$ 680.00	- 30' x 10'
		<b>Mark to request a corner or cap space:</b>
	+ \$ 50	- corner (limited number)
	+ \$ 65	- cap (limited number)
		<b>Mark to rent any tables: 8' tables only</b>
		Enter number of tables requested:
	+ \$ 15 each	- table rental x number of tables
		<b>Mark for camping reservations:</b>
	+ \$25 per night - 110V	Thurs. Fri. Sat. Sun
		<b>+ \$25 Early Access Fee to Grounds on Thursday for Dropping Trailer or Camping</b> (See detailed description in attached guidelines)
		<b>CALCULATE TOTAL FOR CHECK 2 - Add fees for space size, cap or corner, tables, and camping for total.</b>

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 and 2 checks or application fee and deposit to arrive by July 15, 2017 to:

**Market Days  
3945 Museum Drive  
Tallahassee, FL 32310**

**Make both checks payable to the Tallahassee Museum.  
Refunds will not be made for cancellations after  
8/31/17**

*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.*

\_\_\_\_\_ Sign

\_\_\_\_\_ Date