

## Application for 2017 WCI Arts Center Art and Gift Market

### Seller Information

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Web Page \_\_\_\_\_

Are you on Facebook? [ ]Yes [ ]No If yes, we will tag you in our posts/ads about the Market including your digital images and a description of your work.

### I wish to participate as follows:

[ ] Friday, December 8, 2017 5:00 to 8:00 pm.

[ ] Saturday, December 9, 2017 10:00 am to 5:00 pm.

[ ] Sunday, December 10, 2017 1:00 pm to 4:00 pm

**Media (Commercial products, food, and buy-sell items not accepted.) Please give a short description of your work, which will be used in our social media publicity.**

**Display format: To assist us in assigning booth space, please describe how you will display the items you will sell: [Example: I will use two 3ft x5ft tables and one dress form]**

[ ] Wall space required. **Please note that all items needing wall space must be displayed on WCI Art Center walls; no portable walls are allowed. Please do not request wall space if you do not have items that must be displayed on a wall.**

[ ] Wall space not required

Number of chairs requested: \_\_\_\_\_

## **Market Information and Rules**

**1. Application:** Booth fee and three photos of work must accompany the application form and photos are not returnable. Digital photos in JPG format are required and must be sent to [artgiftmarket@gmail.com](mailto:artgiftmarket@gmail.com) Completed applications may be mailed to Art and Gift Market, c/o WCI Arts Center, P.O. Box 692, Macomb Il 61455 or dropped off at the Arts Center, 25 East Side Square, Macomb, Illinois during the hours of Tuesday-Friday 11:00am to 3:00 pm; Saturday 10:00 am to 4:00 pm. Deadline for applications is Wednesday, November 22, 2017. Sellers will be notified of acceptance by November 29, 2017. **Applications received after November 22, 2017 will not be considered. Incomplete applications will not be considered.**

### **2. Booth fees (due with application)**

Friday only - \$20 WCIAC members/\$25 non-members.

Saturday only - \$25 WCIAC members/\$30 non-members.

Sunday only - \$20 WCIAC members/\$25 non-members.

Friday and Saturday only - \$30 WCIAC members/\$35 non-members.

Friday, Saturday and Sunday - \$40 members/\$45 non-members.

**3. Booth size:** Approximately 10 feet by 10 feet. Not all spaces are square. Vendors must keep display within the designated and assigned space. Some, but not all, booths include wall space.

**4. Market Hours:** Friday 5:00 to 8:00 pm; Saturday 10:00 am to 5:00 pm; Sunday 1:00 to 4:00 pm.

**5. Set-up times:** Friday 3:00 pm; Saturday 9:00 am, Sunday 12:00 noon. Booths may be left set-up in place overnight. Arts Center will be locked overnight.

**6. Equipment Provided:** Chairs are available, but sellers must furnish their own tables and other display items. Some electrical outlets available. In order to accommodate the maximum number of vendors, **NO PORTABLE WALLS WILL BE ALLOWED**; items needing wall space must be displayed on Gallery walls.

**7. Sales Tax:** Each vendor is responsible for paying applicable sales tax; WCIAC cannot assume responsibility for payment of sales tax.

**8. Eligible Sellers:** All items for sale must be the work of the seller present at the Art and Gift Market. Commercial products, buy-sell items and food items are not accepted. An appropriate balance for the entire market is considered when determining the number of vendors accepted for each medium. All decisions regarding the selection process are made by the Art and Gift Market Committee at the committee's discretion and are final.

I have read this application and agree to accept and follow all rules and instructions contained in it. I understand that late and/or incomplete applications will not be considered. I also certify that all items I will sell are made by me and are not commercial, food or buy-sell items. If the committee determines that a violation has occurred, I agree to withdraw my exhibit immediately. (Signature indicates agreement.)

Signature \_\_\_\_\_