



MEMPHIS ARTS COLLECTIVE HOLIDAY ARTIST MARKET

NOVEMBER 25TH - DECEMBER 24TH, 2022

- Location: 3484 Poplar Avenue, Space D-2 Poplar Plaza, (Formerly Spin Street Records)
- Date: November 25th, 2022, through December 24th, 2022
- Opening Reception: Friday, November 25th ----- 6:00 pm to 8:00 pm
- Market Hours: Mondays - Saturdays ----- 10:30 am to 6:30 pm
Sundays ----- 12 noon to 5:00 pm
Saturday, December 24th ----- 10:30 am to 4:30 pm
- Pre-Show Meeting: Thursday, November 17th ----- 6:00 pm to 8:00 pm
- Set Up: Friday & Saturday, November 18th & 19th 10:30 am to 6:30 pm
Sunday, November 20th ----- 12 noon to 5:00 pm
If other times become available, then they will be posted via mass email.
- Breakdown: Monday, December 26th ----- 10:30 am to 6:30 pm
Tuesday, December 27th ----- 10:30 am to 6:30 pm
Artists working December 24th may begin breakdown after closing the market that day. All other artists will breakdown their booths the 26th and 27th. Any artist who breaks down their booth early will not be invited to future shows.

Fee Schedule				
MAC Members	Large Booth ▪ Typically, 10 ft x 10 ft ¹ ▪ 100 square feet minimum	\$200	20% commission waived during <u>required work shifts only</u> ²	5 required work shifts ³
	Small Booth ▪ Typically, 5 ft x 10 ft ¹ ▪ 50 square feet minimum	\$100	20% commission waived during <u>required work shifts only</u> ²	5 required work shifts ³
Non-Members	Large Booth ▪ Typically, 10 ft x 10 ft ¹ ▪ 100 square feet minimum	\$325	30% commission waived during <u>required work shifts only</u> ²	5 required work shifts ³
	Small Booth ▪ Typically, 5 ft x 10 ft ¹ ▪ 50 square feet minimum	\$165	30% commission waived during <u>required work shifts only</u> ²	5 required work shifts ³

- ¹ Booth dimensions may vary based on market layout. A diagram will be available on November 17th showing artist placement. Attendance at the pre show meeting is extremely important to learn about booth placement, shop procedures and shift expectations.
- ² Artists may also work additional show hours but only the required work shifts will have commission waved via the main checkout. Artists are welcome to ring customer purchases themselves without paying MAC commission.
- ³ A fee will be deducted from artists' sales for missing a shift or arriving late for a shift. 1st offense \$25, 2nd \$50... doubling for each additional offense. The shift sign-up sheet will be available electronically at move-in.

APPLICATION PROCESS

Final Deadline ----- November 14th or until sold out

- For members, acceptance is automatic if registration is complete, and fees are paid in full by the application deadline. You cannot reserve your space until fees are paid in full.
- For non-members, acceptance into the Holiday Show is subject to a jury process. Notification of application status will be made via e-mail no later than November 14th. If accepted, an invoice will be included and must be paid in full as soon as possible and no later than November 16th.
- Each artist within a booth must complete an application and be accepted on the same terms as the primary booth owner. Booths shared by two artists are subject to the small booth fee. More than two artists in a booth require special approval and must have work that appears cohesive.

SHOW OPERATION

- This year we will have a silent auction benefiting “to be announced”. Each artist is asked to donate an item to the silent auction. “To be announced” will be the artist contact for the charity.
- The show is operated as a retail “store,” meaning there will be staff available to make sales, assist customers, etc. Packaging for items, i.e. bags and tissue paper, is provided for the sales that are run through the general check out. It is expected that artists selling their work directly from their booth will be responsible for their own packaging (wrapping, bags, etc.). An additional fee will be added at the organizers’ discretion for those who fail to follow this policy consistently.
- Advertising will be done via a variety of media outlets including the Memphis Flyer, radio interviews, direct mail, etc. Artists are expected to participate in word-of-mouth advertising, and to mail post cards to your mailing lists either electronically or via USPS. Artists will be notified when the postcards are available and will be provided electronic postcards and/or logos that may be used.
- Merchandise must be handmade. Handmade can include mixed media with upcycled items. No mass-produced merchandise (i.e... items available on Amazon, etc.) will be permitted. Items not meeting these criteria will be removed from booths and the artist may be asked to leave the show with no refund being given. (Please note one current member is grandfathered in to sell vintage goods, but others are not permitted to do so.)
- Electricity will be provided to each booth. Artists may bring their own lighting and are encouraged to show their holiday spirit.
- Artists are expected to keep their booths stocked and clean throughout the show. Inattention to this reflects poorly on the entire show and can lead to not being invited back next year. Artists are asked to restock and hang art during slow times, not midday on Saturdays and Sundays.
- All items must be clearly marked with the price and artists’ name/business name **and the three letter code**. If you are not sure what your code is, ask Don or Peg. Descriptions and item numbers are also encouraged. In the event an item is unpriced/unmarked, the Organizers reserve the right to either refuse a sale, or to make an informed guess as to the cost of the item.
- Artists are welcome to discount items only if the price tag on the item has been updated to reflect the new price. % off without a calculated sale price is not acceptable.
- Sales of art by your neighbor artists to avoid paying checkout commission is not permitted and can lead to not being invited back next year.

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- Artists are always expected to act professionally. If a customer is present, please acknowledge them and refrain from complaining about others, discussing politics or religion, and using foul language in front of them. We do not want to offend our customers or make them feel uncomfortable while shopping.
 - All sales handled by Memphis Arts Collective will be charged current state sales tax. Sales tax will be remitted to the State of Tennessee by Memphis Arts Collective.
 - We will accept cash, checks and credit cards. The organizers will take every precaution but are not liable for bad checks or credit cards.
 - The organizers will carry general liability insurance. The Holiday Show Organizers will take all reasonable precautions but will not be responsible for losses due to fire, theft, breakage, flood, acts of God, bad checks, or credit card issues. We encourage artists to insure their own work.
 - The safety of our customers and our artists is our priority. Our safety committee will ensure we are following all CDC and SCHD best practices if Covid – 19 poses any concerns or dangers. If masks are required, all artists and our customers must comply. Any artist failing to comply with masking, or any other safety measure suggested by CDC or SCHD will be asked to leave the show. They will not receive a refund for entry fees.
 - Safety recommendations can and will likely change in accordance to the CDC and our state recommendations. You can count on us to keep up to date with the latest recommendations by the state and federal government. If this event is cancelled before the show starts because of COVID-19, we will refund your booth fee.
 - Two checks will be issued to artists as follows:
 - December 14th ----- For sales from 11/25/2022 through 12/08/2022 less commissions and not cleared checks/charges. Available for pick up at the show along with an inventory of sales
 - December 26th ----- For sales from 12/09/2022 through 12/24/2022 less commissions and not cleared checks/charges. Available for pick up at the show breakdown along with an inventory of sales



MEMPHIS ARTS COLLECTIVE

HOLIDAY ARTIST MARKET APPLICATION

NOVEMBER 25TH - DECEMBER 24TH, 2022

Name of Exhibitor: _____

Company Name (if applicable): _____

How you would like to be referenced in promotional materials: _____

Address: _____

Primary Phone Number: _____

Secondary Phone Number: _____

E-Mail Address: _____

Medium(s): _____

Description of items you would like to sell:

Booth Request: ___ \$200 large booth, member ___ \$100 small booth, member
 ___ \$325 large booth, non-member ___ \$165 small booth, non-member

Detailed Booth Description: i.e. Wall Space Needs; Size/Type of Tables Used; Type of Constructed Display (including height), Lighting/Electrical Needs. Please add any information that should be taken into consideration when booth assignments are made. Artists will be responsible for their own wall space needs. Think of setting up for an outdoor show with no walls, tables, etc.

Booth assignments are at the sole discretion of Show organizers and will not be changed on the day of set-up. Show organizers believe that there is NO BAD SPACE at the Holiday Artist Market. Artists are expected to make every effort to be flexible and to be prepared to modify typical exhibition requirements for the sake of the general good. Unwillingness to do so may result in removal and refusal of future participation.

MEMPHIS ARTS COLLECTIVE HOLIDAY ARTIST MARKET APPLICATION, CONTINUED

We MUST have either an electronic application or a paper application with your signature for insurance purposes. Application does not guarantee acceptance.

We prefer all application to be completed online and payments to be made online as well. If unable to do this, please send the completed application including the signed/initialied General Release and a check (*payable to Memphis Arts Collective*) to:

Amanda Kohr
457 N. Avalon St.
Memphis, TN 38112

GENERAL RELEASE

Please read, initial each blank, sign below, and return with application.

_____ The undersigned does hereby discharge, release, and hold harmless the Memphis Arts Collective and all persons involved in the organization and operation of said businesses for any loss and/or damages to the exhibitor's person or property before, during or after the Market.

_____ The undersigned agrees that the information submitted for selection is representative of the work to be sold, that all wares offered for sale are hand-made by the artist and that none of the wares for sale were purchased by the artist and brought here for resale. The criteria used to determine "hand-crafted" will be at the discretion of the show organizers and the Collective reserves the right to request removal of any items which in its sole judgment does not meet the quality presented for selection, work considered to be in poor taste, or items not representative of work submitted during the application process. The collective also reserves the right to ask artists in violation of this policy to leave the show with no refund being given.

_____ The undersigned agrees that all sales made through the Collective Store, which includes use of bags, wrapping material and credit card machine will be subject to stated commissions.

_____ The undersigned agrees to participate in the Collective Store by working shifts. A fee will be deducted from artists' sales for missing a shift or arriving late for a shift. 1st offense \$25, 2nd \$50... doubling for each additional offense.

_____ The undersigned agrees to follow the safety committee guidelines for COVID-19 and artists not complying with these guidelines may be asked to leave the show with no refund being given.

_____ The undersigned agrees to take all precautions to avoid damage to the facility.

_____ The undersigned agrees to have read and to abide by the information set forth in the introduction information and application. Failure to do so may result in removal from the show without refund of fees and/or prohibition from future participation.

Signed: _____ Date: _____

Print Name: _____

MEMPHIS ARTS COLLECTIVE HOLIDAY ARTIST MARKET APPLICATION, CONTINUED

COVID-19 RELEASE

Please read, initial each blank, sign below, and return with application.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Memphis Arts Collective Holiday Artist Market have put in place preventative measures to reduce the spread of COVID-19; however, the show organizers cannot guarantee that you or anyone will not become infected with COVID-19. Further, attending could increase your risk of contracting COVID-19.

_____ I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the Memphis Arts Collective Holiday Artist Market and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

_____ I understand that the risk of becoming exposed to or infected by COVID-19 at the Memphis Arts Collective Holiday Artist Market may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the Show organizers, its employees, agents, artists and representatives, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my associates may experience or incur in connection with my attendance at Memphis Arts Collective Holiday Artist Market or participation in Memphis Arts Collective Holiday Artist Market. I hereby release, covenant not to sue, discharge, and hold harmless the Show organizers, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Show organizers, vendors, artists, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Memphis Arts Collective Holiday Artist Market program.

_____ I certify that I am physically able to participate in the Memphis Arts Collective Holiday Artist Market and in any activity or performance associated with it and have not been advised otherwise by a qualified medical professional. I certify that I have not knowingly been in contact with Covid-19 and I myself am not sick or exhibiting any symptoms of Covid-19 which includes fever, headache, chills, diarrhea, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell and general malaise.

_____ I understand that I am responsible for any allergies or medical conditions that I may have and I will bring the requisite medications for such conditions.

MEMPHIS ARTS COLLECTIVE HOLIDAY ARTIST MARKET APPLICATION, CONTINUED

_____ I agree to comply with any and all rules, regulations, terms and conditions of the Memphis Arts Collective Holiday Artist Market , including but not limited to those set forth in this document.

_____ I acknowledge that I have read this waiver release of liability and I fully understand its terms, and I understand that I have given up substantial rights, and I do so knowingly and voluntarily without any inducement or duress

_____ I agree to follow all rules and recommendations set forth by the Memphis Arts Collective Safety Committee.

Signed: _____ Date: _____

Print Name: _____