

Requirements for Art & Craft Vendors May – November 2007

The Market Square Farmers' Market (MSFM) is open to all farmers, gardeners, and jury-accepted artisans. The MSFM is open every Saturday from 10am-1pm and Wednesday from 11am-2pm. Set up may begin one hour before the market opens and tear down will begin at closing. Merchants are required to remain open for the entire market unless they sell out.

The bollards on the North/stage end of the Square will be removed one hour prior to opening to allow vehicles for unloading. The bollards will be replaced once the market opens. No vehicle traffic will be allowed during the open times of the market. All vehicles must be removed before the market opens. Free parking is available in the Market Square Garage just to the east of the Square.

The MSDA will assign a booth space of 10' X 10'. Merchants are not allowed to use more than the allotted booth space. Space Rate will be \$15 per market, due one week in advance of each market. There will be a limited number of artisan vendors allowed each market, so vendors are encouraged to reserve their spaces early. Preference will be given in order of seniority.

All necessary equipment and displays must be provided by the merchant. MSDA will not provide chairs, booths, tents, tables, or blankets. No equipment may be staked.

The artisan, a family member or an employee directly involved in the design and production of the objects to be sold must be present at each market.

Each merchant is responsible for maintaining his/her area in a clean, neat manner throughout the day, and cleaning the area before departing at the end of the day. This means picking up all debris from craft demonstrations, paper, cigarettes, customer's trash, etc.

Merchants assume all responsibility for any losses of property or money from the market site. Booths should never be left unattended.

If you cannot attend a market that you have already reserved, please notify the market director at least 48 hours in advance in order to have your booth fee refunded.

If your booth will require electricity, please indicate this and provide an explanation why in the description of your work.

The MSDA does not condone the use of threatened or endangered materials

No outside amplified music.

Guidelines for Application

Each applicant must present at least 3 photographs of his/her work. If more than one type of craft is to be sold, please include at least 2 photos of each kind of craft. To have photos returned, include a self-addressed, stamped envelope. Website photos may be used instead of actual photographs, if applicable.

All items to sell must be made by the merchant. No crafts from commercial kits will be accepted.

Small businesses are eligible, provided the products are made from original designs, and are made solely by the business.

Artists may share a booth, provided each artist will attend the market. Each artist must submit 3 photos. This type of application will be viewed as a whole, so that all participating artists must be accepted.

For questions about this application, or for more information, call Charlotte at (865) 405-3135 or email charlottetolley@hotmail.com.

Application

Name _____
(Individual or Business and Owner)

Street Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Eve) _____

Email/Website _____

Type of Goods (circle all that apply):

Clothing/Textiles Drawing Painting Furniture Glass Jewelry

Photography Pottery Printmaking Sculpture Woodwork Other

Please describe all types of items to be sold:
(attach sheet or use back if needed)

If you know which days you would like to attend (i.e. the 2nd and 4th Saturdays of every month), please specify them here: _____

I have read and understand the requirements of application. I certify that the goods I will bring to sell are made by myself or within the business that I own. I understand that Market Square District Association may use my name and photographs of my work for advertising purposes.

Signature(s) _____ Date _____

Please return this application and to Market Square District Association and photos of what you plan to sell to the following address. **Do not send booth fees at this time.**

Market Square District Association
c/o Charlotte Tolley
P.O. Box 2263
Knoxville, TN 37901