PLEASE READ THROUGH ALL OF THE INFORMATION BELOW BEFORE FILLING OUT APPLICATION

WHO Artists and crafters…anyone that makes their own merchandise.

WHAT The Lancaster Art Market is an outdoor market, with the purpose of allowing handmade art and craft items to be exhibited and sold.

WHERE Lancaster Square, 100 block of N. Queen Street in Downtown Lancaster, PA. This space is across the street from Binns Park.

WHEN May – December, first Friday of each month from 5 PM – 9 PM
The event will be held rain or shine, though in the event of severe weather or a state of emergency, the market may be cancelled or have limited hours of operation.

HOW **Completed applications must be submitted no later than 5 PM on Friday, March 2, 2012. A completed application consists of the 2012 application form, $15 non-refundable application fee, brief artist statement, a description of what you will be selling in 10 words or less (will be used for promotional purposes), three to five images of your work, and an image list with descriptions and price of each work.** The five images should be a selection of examples of your work and the images are not meant to be all inclusive. Applicants with websites containing images and pricing information do not have to submit separate photos and pricing, just please be sure to indicate website(s) on the application.

Applications must be submitted via postal mail to the address listed on the application. Checks for the application fee must be made payable to: *City of Lancaster*.

Applying to participate does not guarantee inclusion. Being a vendor is a privilege, not a right. To ensure quality and a variety of products, opportunities to participate may be limited. Any applications received after Friday, March 2 will be considered and reviewed on a rolling basis. **Full details on participating, as well as an invoice for space fees, will be sent upon acceptance.** Vendors not accepted will be notified by mail or email.

WHY apply by the March 2 deadline? It is your best opportunity to secure a vendor space and dates that you have applied for. If accepted as a vendor, you will be guaranteed a listing in promotional materials. We cannot guarantee listings for those who apply after March 2.

RULES & REGULATIONS

ELIGIBILITY All fine craft and art media are accepted including, but not limited to: clay, fiber, furniture, glass, jewelry, leather, metal, paper, wood, original painting, drawing, photography, sculpture, fiber art, soaps & lotions, handmade packaged food, clothing, and accessories. Work/product must be original and executed by the accepted vendor.

If you are a food vendor wishing to sell food items that will be made on location, you must use the 2012 food vendor application.

Unacceptable items include, but not limited to: Mass-produced and commercially produced items, fireworks, firearms, knives, any type of drug/paraphernalia, tobacco products of any kind, alcohol, pharmaceuticals, legal or otherwise, stolen merchandise of any kind, cd's, dvd's, videos which are pirated or dubbed, pornographic materials, or any other item that by sale or possession is in violation of City, County, State, or Federal laws.

The Lancaster Art Market reserves the right to ask vendors to remove questionable goods and may be asked to leave the premises.

SPACE Each vendor will be assigned to a 10 x 10 space. Each vendor is responsible for providing their own tent, tables, chairs, displays, signs, chords, lighting, etc. There is a limited number of spaces that have access to electricity and these spaces must be requested at time of application. An additional fee of $10 per space per month will be charged for use of electric. Generators ARE NOT permitted.

Separate vendors may not share booth space. If two or more artists work together to produce one product they may apply as a team. Accepted vendors who sign up for 4 or more dates will be eligible for an assigned space that is the same throughout the year. Subleasing of spaces is NOT permitted under any circumstances.

FEES A one-time, non-refundable application fee of $15 must be submitted with application. The fee for each date is $25 per 10 x 10 space $20 per space per market date if the artist commits to 4 or more market dates. Vendors will make payment for spaces upon acceptance.

EXHIBITOR RESPONSIBILITES Vendors are responsible for collecting and remitting Pennsylvania Sales Tax (6.0%). More information on PA sales tax regulations can be found at *www.pa100.state.pa.us.*

Vendors are responsible for having all other appropriate licenses required for selling merchandise (ex. ALL food/beverage products require a City Health License – contact Health Officers for more info at 717-291-4707 or 717-291-4714).

Vendors are responsible for delivery, handling, set-up and removal of display and materials. Freestanding, 10 x 10 canopies may be used, but must be anchored by appropriate weights (Lancaster Square can get very windy, stakes are not allowed). No banners other than your name/company's name may be displayed without prior approval from the Lancaster Art Market.

The registered vendor must be present during the event. Vendor booths must remain intact during the entire duration of the market (5 PM – 9 PM).

Vendors are responsible for the cleanliness of their space during AND after operation. Public receptacles are NOT for vendors' disposal of market waste.

Security is NOT provided. The Lancaster Art Market, City of Lancaster, PA, its sponsors, employees and volunteers will not be held responsible for any damage to goods, stolen goods, or bodily injury resulting from your participation in the market.

PARKING We do NOT provide parking. Parking is available at several parking garages Downtown including Prince Street, Duke Street, RRTA, and metered on street parking.

2012 APPLICATION

Completed applications must be received by 5 PM on March 2, 2012 for early consideration. Applications received after March 2 will be considered and reviewed on a rolling basis and are subject to availability.

BUSINESS NAME _____

PA TAX ID # _____

CONTACT NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

DAYTIME PHONE _____

EMAIL _____

WEBSITE* _____

ETSY SHOP (OR OTHER ONLINE SHOP YOU SELL THROUGH)* _____

2012 DATES
(please select the dates you're interested in attending)

- ☐ May 4
- ☐ June 1
- ☐ July 6
- ☐ August 3
- ☐ September 7
- ☐ October 5
- ☐ November 2
- ☐ December 7

ELECTRICITY ☐ Yes, my vendor space requires use of standard electricity (one standard outlet).
Electric will be used for: _____

APPLICATION MATERIALS (items below must be submitted with this application form in order for your application to be considered complete)

- ☐ Non-refundable application fee of $15 (Check made payable to: City of Lancaster)
- ☐ Artist Statement
- ☐ Description of what you will be selling in 10 words or less (will be used for promotional purposes)
- ☐ Five Images of Craft/Art pieces *(if images are on website, images do not need to be attached)
- ☐ Image List with descriptions and prices for each piece*(if pricing is on website, it does not need to be attached)

☐ **Check this box to confirm that you have read and agree with all of the Rules & Regulations.**

SIGNATURE _____ **DATE** _____

Please mail or email form along with application materials to:
Mayor's Office of Special Events - City of Lancaster
Po Box 1599
Lancaster, PA 17608-1599

Email: moose@cityoflancasterpa.com
Please contact MOOSE at 717-291-4758 if you have any questions.