



The Downriver Council for the Arts (DCA) is accepting vendor applications for our fifth annual Downriver Indie Craft Fair, featuring the wares of independent makers, artists and diy'ers. We charge a \$2 public admission at the door, with the proceeds helping to send children to art camps at the Downriver Council for the Arts this summer.

GUIDELINES

- Vendors must be 18 years or older.
- This is a juried event. Vendors are selected based on quality, originality, uniqueness and the price point of their wares. We will do our best to ensure a diverse group of vendors will be showcased as well as place them in different locations within the building. Previous year's vendors are not automatically accepted. If you are returning, please try to include photos of new or different products. We're seeking the best individuals who are pushing the boundaries of what's possible in DIY handcrafted goods. The DCA wishes to showcase the work of independent crafters, artists and designers — to provide a unique, high quality, hand-crafted alternative to "big box" stores and mass produced goods.
- It is important to indicate on the application if you need a table. A table and 2 chairs are included in your fee. Vendors may choose to set up without the table, but you must stay within the designated and assigned space. Tables are brought in, so if you don't mark that you need one, it can not be provided on the day of set-up.
- There are a very limited number of "double spots" and will be reviewed on a per request basis. Please purchase one table when submitting your application and indicate that you are interested in 2 spots. We will email you with notification if a second spot is available.
- Vendors are allowed to split a table. To apply with a partner, fill out an application for both vendors, indicating which business you are sharing with in the space provided. Include information and photos from all businesses. Submit one application fee.
- Electrical outlets are available in some spots on a first request basis.
- Music is an important part of this event. Upbeat tunes keep the mood fun and light... and the customers happy. While we strive to keep the music at reasonable levels, it is important for everyone to hear it. If you have an issue with the sound, this may not be the right event for you.
- You are responsible for conducting all sales transactions. You are responsible for registering your small business with the IRS and collecting sales tax (if applicable) for the items you're selling.

APPLICATION PROCEDURE AND FEE: **Deadline: Saturday, February 24, 2018**

- Table fee is \$45. Online payment includes a \$2 service fee. If you would like 2 spots, please email to see if the option is available. We have limited spots.
- 3-5 good quality digital photos of your wares or booth set-up. Photos must be emailed to dc4arts@gmail.com — no hard copy photos will be accepted. These may be used for press, so represent yourself well.
- Please type or print information legibly on the application form. We have a limited number of spaces available, so get your applications in early!

SUBMITTING APPLICATION AND TABLE FEE:

- Fill out the application online via Google forms: <https://goo.gl/forms/uwBO0CPHQmT4qSx2>. Email product and booth photos to dc4arts@gmail.com. Table fee can be paid via Paypal through the button on <http://downriverarts.org/2018indiecraftfair.html>
- OR - Email application and photos to dc4arts@gmail.com. Table fee can be paid via Paypal through the button link listed above.
- OR - Mail or drop off application and table fee to: Downriver Council for the Arts at the James R. DeSana Center for Arts & Culture • 81 Chestnut • Wyandotte, MI 48192. Make checks payable to DCA or Downriver Council for the Arts. Photos must be emailed to dc4arts@gmail.com.
- NOTE: DCA reserves the right to reject any application that is unsuitable or does not meet the guidelines.
- Acceptance emails will be sent on or before March 3, 2018. Included will be instructions and more information about the facility and event.

IMPORTANT DATES

Downriver Indie Craft Fair is Friday, March 23, 2018 from 6pm-9pm and Saturday, March 24, 2018 from 10am-6pm.

- Application Deadline: Saturday, February 24, 2018 by midnight.
- Vendor Setup: Beginning at 2pm, Friday, March 23, 2018. Special arrangements can be made to set up Thursday. Vendors must arrive by 5pm on Friday or forfeit your table. Special arrangements can be made if you need to arrive before 2pm or after 5pm. You can leave your booth set-up over night, our facility is locked.
- Take Down: After 6pm, Saturday, March 24, 2018.

OTHER FUN AND NEW INFO

We have 3 floors in our 100+ year old building. We will be utilizing all space in our facility, including two gallery spaces and a theater. Renovations have been done in the theater space - the carpet and seats have been removed. Art will be on display in our galleries and a DJ will be keeping the mood fun! We'll be including special gifts for the first guests at the opening of the event. Be sure to refer to the email that is sent upon acceptance for more vendor information.

RIGHTS AND IMAGE REPRODUCTION

The DCA reserves the right to photograph/reproduce selected vendors' work for the purpose of publicity and promotion.

CANCELLATION POLICY

Full refunds are issued prior to March 1, 2018. No refunds will be issued after March 1, 2018.

QUESTIONS AND SPONSORSHIP OPPORTUNITIES

Contact the DCA at dc4arts@gmail.com, 734-720-0671.

Our mission

To enrich the quality of life in the Downriver communities by advocating and promoting the arts and providing opportunities for involvement and participation in arts and cultural activities.

Hours

Tues: 9am-3pm
Wed and Thur: 11am-7pm
Sat: 10am-3:30pm
Fri., Sun., Mon: Closed, open for special events

dc4arts@downriverarts.org

www.downriverarts.org

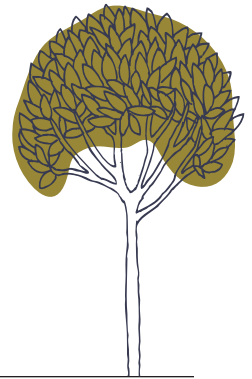
Stay
connected!





2018 Downriver Indie Craft Fair

VENDOR APPLICATION



Application & Fee Deadline: Saturday, February 24, 2018

Please check one:

- I am a current DCA member. I am not a current DCA member.

Business Name (Please enter your business name EXACTLY as you would like it to appear on any promotional materials should you be accepted.)

Email - you must provide a valid email. All communications will be via email.

Website (To be used on promotional materials.)

Name

Address, City, State, ZIP

Daytime Phone

Alternate Phone

Brief description of what you make and price range of products.

Check here if you need an 8' table provided by the DCA.

Check here if you are a returning vendor. What year? _____

Would you like to be in the same spot as last year? (Note: every effort will be made to grant this, but often we need to rotate vendors. Please list second choice of location if this is not available).

Yes, same spot as last year. Second choice: _____

Check here if you need to be near an electrical outlet.

Check here if you will be using Wi-Fi.

Check here if you are requesting two spots. (not guaranteed)

We could use help in promoting the event. Would you be able to post flyers and posters in your neighborhood? We can mail you a packet to the address provided on your application.

I would like to share my table with a certain vendor (Write company name above). Please have them fill out a separate application form, but only one \$45 fee is needed.

I would like my table to be near a certain vendor (Write company above).

Would you be interested in donating items for the shopping bags being handed out to the first 50 people through the door on Friday and Saturday (100 total items required)? Please tell us what you have in mind and we'll contact you to set up drop off arrangements. Thank you!

Downriver Indie Craft Fair vendors are eligible for a discounted rate to the 2018 Chestnut Art Fair on July 13 and 14 (held in conjunction with the Wyandotte Street Art Fair.) Please check here if you are interested and would like to be contacted when information is available.

CHECKLIST

- Application completed and emailed to dc4arts@gmail.com
- \$45 table fee included or [via PayPal button](#) (\$2 service fee)
- 3-5 photos of product emailed to dc4arts@gmail.com

MAIL OR DROP OFF APPLICATION BY FEBRUARY 24, 2018 TO:

Downriver Council for the Arts
at the James R. DeSana Center for Arts & Culture
81 Chestnut
Wyandotte, MI 48192

By taking part in the 2018 Downriver Indie Craft Fair, I agree that the Downriver Council for the Arts shall not be responsible for any losses or damage to artwork, crafts or personal property of any kind. I release and hold harmless, the Downriver Council for the Arts, its agent and employees, and the city of Wyandotte of any liability that may arise by damage, loss, or theft while said work is presented in the Downriver Indie Craft Fair. I understand that the DCA reserves the right to reject any application that is unsuitable or does not meet the guidelines.

Signature

Date