

2023 MOBILE ARTS COUNCIL ARTWALK VENDOR GUIDELINES

1. **Eligibility Requirements:** All persons who produce original hand-crafted, **non-consumable**, high-quality artisanal or craft products with the intent to sell. Vendors must complete initial application, and submit to reevaluation every two years after.

2. **Definition of Vendor/Artisan:** Persons or entities who craft with their own hands the products they offer for sale. To qualify as an Artisan, most of the tools and equipment used by the Artisan to produce their products must require skills, personal handling and/or guidance by that Artisan. Only previously approved products are allowed to be sold.

3. **Application Process:** To apply please go to: <https://mobilearts.org/mac-vendor-application/> Applications will only be received electronically. All applicants must be reviewed BEFORE being allowed to sell or display at ArtWalk. Please allow up to 4 weeks for application review and Vendor status notification.

a. All applicants must pay a one-time, nonrefundable \$50 application fee.

b. The criteria used will include appropriate original (**non-mass manufactured**) craftsmanship by the seller or displayer, compliance with the guidelines and Attachment "A," and contribution to the variety and uniqueness of artistic offerings.

c. Only those applicants approved for participation may sell approved items at ArtWalk. Items that the artisan wishes to sell must meet the Standards of Quality as described in Attachment A.

d. As this event is open and visible to the public, products must not be political or offensive in nature. The Event Coordinator(s) shall have the authority to approve or to disprove any product and may ask for their removal at the events.

e. If applicant's products are approved, an Event Coordinator will email the applicant notifying them of approval. It is the applicant's responsibility to respond to email and be in communication with the Event Coordinator about registration, scheduling, etc.

f. Application approval is good for two years. After two years, vendors will receive a recertification survey with no associated fee.

4. **Space Assignment, Rent & Display Requirements:** Spaces are assigned upon the approval of the application, whether weekly or for another period of time. All Vendors will be placed at the discretion of the Event Coordinator. No Vendor shall be allowed to sell without an approved application.

a. Sharing a tent: Up to two individuals/companies may choose to share a tent for some events. Both Vendors who plan to share are required to go through the application process. It is the responsibility of Vendors to coordinate who they are sharing with. In the event that one Vendor cancels, their tent will be reserved at the individual tent price.

c. Registration: Registration payment is nonrefundable, and is due at the time registration for each month's ArtWalk closes. If registration is not received, it is assumed they will not be participating, and their reservation will be cancelled. No late registrations allowed.

i. MAC Member Registration Rate: \$20 per vendor, per ArtWalk

ii. Non-MAC Member Registration Rate: \$40 per vendor, per ArtWalk

d. Placement: Placement of a Vendor is at the sole discretion of the Event Coordinator(s). Vendors may not request specific locations, unless for medical/emergency accommodations.

e. Relocation: Requests for relocation are not allowed.

f. Display Requirements: All items must be visible and easy to reach. The price must be clearly marked on all items. It is recommended that all displays be raised at least 24 inches from the ground. Each Vendor must bring a table covering and should consider other items to assist in merchandising their products. Vendors are responsible for providing their own tents, tables, and bags for purchases, as well as making change.

g. Miscellaneous: Additional services/conveniences, such as bringing an additional table, tent etc., may be allowed, but only with the approval of the Event Coordinators.

5. Sales Tax and Permits: Each Vendor is responsible for collecting for his/her own sales tax and obtaining the proper permits and licenses, where applicable.

a. Value-added product Vendors (artisan products) are required to collect sales tax and submit to the City of Mobile and any other tax collection agency (County, State, etc.).

b. All LoDa ArtWalk Vendors must obtain a Peddler's License from the Mobile Revenue Department (located at 205 Government St.) before setting up to sell.

6. Other General Rules/ Information:

a. Indemnification: By participating in these events, all Vendors shall be individually and severally responsible to the City of Mobile and/or Mobile Arts Council for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the Vendor's negligence or that of its servants, agents, or employees. All Vendors hereby agree to indemnify and save the City of Mobile and/or Mobile Arts Council harmless from any loss, cost, damages and other expenses, including attorneys' fees, suffered or incurred by the City of Mobile, by reason of the Vendor's negligence or that of its servants, agents or employees.

b. Set-Up & Clean up:

i. ArtWalk setup starts promptly at 4:30 p.m., and lasts until 6:00 p.m.

ii. Park-and-drop lasts from 4:30 p.m.-5:30 p.m. All vehicles participating in park-and-drop must vacate Dauphin St. no later than 5:40 p.m.

iii. Vendors must arrive by 5:45 to setup. Vendors arriving after this time will not be allowed to set up, and will not receive a refund for their registration.

iv. Vendors are responsible for setting up their space. Vendors will be responsible for bringing their own clean up items, such as brooms and trashcans. Vendors shall not use public trash receptacles for the disposal of unused items, boxes, or trash.

v. Market booths should be manned at all times. Vendors will be responsible to provide their own tent, table, and chairs.

c. Severe Weather Cancellation: In the case of severe weather the event may be cancelled. To find out if the Market is cancelled please call, (251) 432-9796, ext. 3.

d. Miscellaneous: No firearms, alcohol, or drugs will be allowed on premises. Refer to the Market/Festival guidelines for other violations.

e. Parking: The Event Coordinator(s) has the right to reserve spaces. Vendors may park in designated spaces not reserved.

7. Violations: Any complaint against any Vendor regarding the origination of their product(s); any other matter, such as being loud and/or disorderly to other Vendors, shoppers, or city employees, must be directed to the attention of the Market Coordinator in writing. The Event Coordinator(s) and Market/Festival Advisory Committee are responsible for reviewing and resolving complaints.

a. Committee Responsibilities: Together, and at their sole discretions, they shall determine the following:

i. What type of investigation, if any, shall be conducted in response to written complaints.

ii. Whether or not the written complaints shall be provided to the Vendor against whom the complaint is made; and,

iii. The time frame in which such a response shall be made.

b. Procedure: When the Event Coordinator determines in their sole discretion, that a Vendor has violated any provision of the Market/ Festival rules/guidelines and the smooth operation of the event would be undermined, that Vendor may be penalized. Violations could include:

i. Arriving late and not being prepared to sell by the Market opening time.

ii. Failing to show without notifying the Market Coordinator in advance.

iii. Leaving early (with the exception of a sell-out).

iv. Failure to pay registration fee.

v. Selling products not produced by the Vendor.

vi. Vendor's employees who are aggressive to volunteers who are assisting others.

c. Failure to Show: Vendors must notify the Event Coordinator at least 24 hours before ArtWalk if they are unable to attend. Failure to show without notifying the Coordinator will result in a fee, as well as being required to remit in advanced payment for the next event day they are scheduled. Failure to show twice will result in the loss of the Vendor's eligibility to participate in future events.

d. Failure to Pay: If a Vendor fails to pay they are removed from the event until payment is remitted.

e. Violation Schedule:

i. 1st Violation: Written notification.

ii. 2nd Violation: Vendor can stay for the rest of the day, but will lose the right to sell the following ArtWalk.

iii. 3rd Violation: Vendor can stay for the rest of the day, but will not be able to return for the rest of the Market season.

8. **Modifications:** The Mobile Arts Council reserves the right to revise these rules and regulations at any time as they deem appropriate

ATTACHMENT A

2023 ARTWALK STANDARDS OF QUALITY GUIDELINES

The following are general guidelines to be followed when considering submission and/or approval of any art/craft for review. An Artisan's craftsmanship should be reflective of the Artisan's considerable skill, time and effort to produce a high quality, finished product. Each item should be original and unique but may be assembled from patterns created by the Artisan.

Assembly of a copyrighted item is not allowed unless the Artisan is the holder of the copyright. Assembly from kits is not acceptable nor is it acceptable to add to or improve pre-manufactured items. The design of the item should reflect the Artisan's knowledge of shape, form, color and texture. In relationship to their work the materials should be of high quality. Items to be sold at the Market by an Artisan may not include kits, unfinished work, and mass manufactured items.

If there are vendors that already sell items in the market that are similar in style, medium, or craft, applicants may be put on a waiting list to be approved after some time.

Jewelry: All jewelry offered for sale must be hand made by the Artisan. Assembly from kits or pre-strung plastic beads or other factory work is not acceptable. Gold or silver chains will be allowed only as a minor part of the total work (i.e., a support of a piece that the Artisan has created).

Pottery: All pottery shall be hand-built or wheel-thrown by the Artisan, kiln fired or other heat process by the Artisan, and finished by the Artisan.

Wooden Items: All wooden items shall be designed and/or interpreted by the Artisan. The Artisan shall craft all items, finish all items (including sanding oiling, varnishing or other finishing process), and assemble all such items.

Clothing and Accessories: An Artisan may offer clothing or accessories for sale at the Market, but such clothing or accessories must be designed, or interpreted by and sewn, knitted or woven by the Artisan personally. Clothing and accessories, including items woven and knitted made from commercially available patterns is acceptable only if the item is reflective of the Artisan's considerable time, skill and effort.

Photography: An Artisan may offer original and reproduced photographs for sale at the Market. All such photographs and reproductions shall have been created by the Artisan.

Paintings: All paintings shall be original work of the Artisan and reflective of significant energy and time on the piece and may be created with any medium. Paintings shall be upon canvas, wood, or any other solid.

Sculpture: All sculptures shall be original work of the Artisan and reflective of significant energy and time on the piece. Sculptures must each be an original and may be from any material except bread dough. Simple glue or other adhesive assemblage of found or recycled items is not acceptable and sculptures must be produced through welding, carving, metal work and other forms of design that take considerable energy and time.

Glass: All glass shall be original hand-blown or kiln-formed by the Artisan, or other heat process by the Artisan, and finished by the Artisan. No paraphernalia shall be permitted.

Miscellaneous Arts and Crafts: Creativity cannot be limited or controlled by rules and regulations. Therefore, an Artisan may present a new idea, a new concept or a new design not covered by this outline.

The following items are not allowed under any circumstance:

Mass manufactured mugs, tumblers, t-shirts, sublimation products, or keychains; candles, incense, soaps, oils, or bodily goods of any kind; crystals, food of any kind, recreations of already-established characters, I.e., animation studios, book characters, comic characters, etc.

As of January 1st, 2023, any applications including these items will not be considered for approval, and applicants will have to resubmit their application with wares that follow these requirements.

The Mobile Arts Council reserves the right to revise these rules and regulations at any time as they deem appropriate.