

Downtown Traverse City Association Arts & Crafts Fair Policies



Please review in detail. Adherence to the rules ensures a smooth and enjoyable experience for all.

Hours:

- Exhibits **MUST** be set up no later than 30 minutes before show opening.
- No sales are allowed before the official start of the show.
- No booth may be dismantled prior to closing times.
- Streets involved will be closed beginning at 6:00am and continuing no more than two hours after the fairs close to allow for adequate set-up and removal of displays. You will be notified of the specific set up time in an email.
- Fair will be held rain or shine.

Booth Area:

- Booth spaces are 10' x 10'. Requested additional space requires additional fees as well as specific locations.
- Artists are responsible for their own tents, tables, chairs and display area. Please ensure that the exhibits are stable and secure and that all tents, canopies and awnings are fire retardant. Traverse City can experience high winds, so be prepared to keep everyone safe and your booth intact.
- Garbage removal is the vendor's responsibility. Do not leave boxes or other trash behind.
- Please note that there is no source for electricity or water and generators are not permitted.
- All your items must be organized within your booth. Downtown Traverse City Association (DTCA) reserves the right to ask vendors to be compliant.
- Two weeks prior to show date, you will receive booth assignment, map, and load-in/load-out instructions.

Deadline & Fees:

- Registration after the deadline is subject to availability and acceptance. A \$50 late fee will be assessed for any entry form submitted after the deadline.
- Invoices will be emailed upon acceptance into the fair and sent to the designated email address on the application form. Payment is due within two weeks of the invoice being sent. Electronic payment is required – link for online payment will be emailed.
- Booth assignments will not occur without payment in full.
- Refunds are **NOT AVAILABLE** except for MDHHS cancellations due to the extensive planning and costs associated with the event.

Application & Jury Policies:

- The jury process ensures a high-quality and diverse selection of original, handmade artwork for our attendees to enjoy.
- All vendors must apply to the fair, regardless of past participation or acceptance.
- All merchandise offered for sale must be original, handmade or created by the artist. Manufactured or imported handmade merchandise are absolutely not permitted. Any participant who is found selling merchandise of a manufactured or imported nature will be asked to leave immediately with no refund of entry fee.
- The DTCA reserves the right to refuse any applicant, for any reason.
- Each fair is juried separately, and all prospective exhibitors must apply to each individually. Acceptance to one does not guarantee acceptance at another.
- This is a juried show. You must include a photo of your booth display, 3-7 photos of the exact product types you will be bringing, and 2 images of your creation process. Clear, well-lit images taken with a smartphone or camera that are in focus are accepted. No need for professional photography.
- By submitting these photos, you are agreeing to the use of your digital files for possible promotional materials.

Placement Policies:

- Special requests for placement or other needs may be made on the entry form for each show.
- All requests will be considered and honored to the best of its ability, however, there are no placement guarantees.
- Booth assignment, along with other fair information, will be sent two weeks prior to each fair date to the email address provided.

Hosted by: Downtown Traverse City Association

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