



**December 9th: 10am - 5pm & December 10th: 12pm - 5pm**  
**MAKER/ARTIST APPLICATIONS ACCEPTED THROUGH NOVEMBER 10, 2017**

**Name:** \_\_\_\_\_

**Partner:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Please be exact in your listing.

**Website:** <http://www.>\_\_\_\_\_

**Facebook:** <https://www.facebook.com/>\_\_\_\_\_

**Etsy:** [www.Etsy.com/shop/](http://www.Etsy.com/shop/)\_\_\_\_\_

**Description of items made:**

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**Unique items:**

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**If accepted, I am applying for:**

\_\_\_\_\_ **Saturday, December 9th (\$30)**

\_\_\_\_\_ **Sunday, December 10th (\$30)**

\_\_\_\_\_ **Both Days (\$50)**

**Please provide at least 3 photos of your work for the Box Factory.  
This will help us decide who to accept for this Makers Market!**

Please sign this application and send to Jamie Bingaman at [jbingaman@boxfactoryforthearts.org](mailto:jbingaman@boxfactoryforthearts.org) or bring a printed copy to the Box Factory at 1101 Broad Street, St. Joseph, MI 49085. **Please include at least 3 photos of your work.**



I hereby make application to participate in the Holiday Makers Market at the Box. I have read, understood and agree to abide by the rules and regulations set forth and other rules as may be established. I hereby certify that all display work is handcrafted and created by the show participant. I understand that any mass produced items on display can cause expulsion from the show or future shows. I hereby grant the Box Factory for the Arts committee permission to use for publicity and promotional purposes the show the participant's name, photographs, and descriptive information submitted with this application, as well as photographs or video taken of the show participant during this show to be used for promotion of future shows and posting on our Website or Facebook page.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### EVENT INFORMATION:

- Single booth spaces will be approximately 10x10 or 8x12. Due to the configuration of the Box Factory for the Arts, exact dimensions are not guaranteed. Your exhibit space may be located on any of the three levels of the Box Factory for the Arts.
- Booth spaces will be assigned at the discretion of the Box Factory for the Arts. NO requests for specific booth spaces will be accepted.
- \$30 per day or \$50 for 2 days
- Credit card guarantees makers space

#### HOW TO APPLY

- Interested vendors should submit application form with photos and price ranges of all crafts to [jbingaman@boxfactoryforthearts.org](mailto:jbingaman@boxfactoryforthearts.org). Box Factory for the Arts strives to maintain a well-balanced selection of unique market items, therefore all types of items you plan to display must be disclosed.
- Selection Committee will immediately review all submissions to ensure they meet quality and pricing standards. All applicants will be notified if they are approved before November 15, 2017 and booth reservations can be made immediately after you are notified that you have been accepted.
- Booth fees are due in full at time of reservation to hold your space. Booth spaces will be filled on a first come/first serve basis.



## SET-UP/TEAR DOWN

Friday, December 8: Set up for Saturday (12/9) is from 5PM-8PM

Saturday, December 9: Set up for Saturday (12/9) is from 7AM-9:30AM / Tear down is from 5PM-8PM

Sunday, December 10: Set up for Sunday (12/10) only is from 9AM-11:30AM / Tear down is from 5PM-8PM

- Makers are responsible for their own set-up and break-down. Please be prepared to store good and personal belongings within your space or in your vehicle. Exhibitors must supply their own tables, displays, table coverings, and electrical cords. No walls/ceilings available for hanging items.
- Artists/vendors will have a designated parking area for both days to allow main lot parking for our visitors.
- Set-up times are firm and vendors will not be allowed to begin set-up outside of the above times.
- Early tear down of your booth is prohibited and will result in a \$40 Early Teardown Fee being charged to your credit card. In addition, early teardown may result in vendor being banned from future Box Factory Makers Market events.

## SALES

Artists are responsible for processing their own sales. The Box Factory for the Arts does not collect a commission on exhibitors sales. The Box Factory for the Arts is not responsible for lost, stolen or damaged items.

## EVENT PROMOTION

The Box Factory for the Arts will promote the Makers Market at the Box throughout Southwest Michigan. This event is a fundraiser for the Box Factory for the Arts. We are truly thankful for your participation as it enables us to continue meet our mission of "Nurturing the Arts and Creativity". Thank you!

For more information, please contact Jamie Bingaman at [jbingaman@boxfactoryforthearts.org](mailto:jbingaman@boxfactoryforthearts.org) or (269)932.2397