



Arts/Crafts Vendor Application
Holiday Makers Market at the MAC House
7743 Church Street
Millington, TN 38053
Saturday, November 25, 2017 - 10:00 am - 6:00 pm
Sunday, November 26, 2017 - 1:00 pm - 6:00 pm
and every weekend through
Saturday, December 23, 2017 - 10:00 - 6:00 pm

Vendor Space Sizes: Outdoor 12x12 space without power - \$25 per weekend - \$100 for 5 weekends
Larger outdoor spaces may be coordinated based on availability
Indoor space - curated by MAC - 15% of all sale receipts

1. If you are new to participating in Millington Arts Council sponsored events, please submit a photo of your booth or indoor display and photos/descriptions of the items you sell to millingtonartscouncil@gmail.com.
2. Once approved, you may complete this registration form and mail to Millington Arts Council, 7743 Church Street, Millington, TN 38053. You may also scan and email your application and photo images to millingtonartscouncil@gmail.com. We encourage you to share quality images of your handmade items so we may share on our website, FB and Instagram pages.
3. All registration forms are due no later than Saturday, October 28, 2017.
4. This is an indoor/outdoor Makers Market that will run for five (5) weekends. Outdoor vendors will be required to staff booths. Outdoor vendors may opt to sell one or more weekends (please note on application). Indoor inventory will be on display until the inventory has been sold or the market ends. Indoor vendor inventory will be curated by the MAC. Selected makers will be required to work at least one weekend to assist MAC Volunteers in the staffing the holiday market.
 - a. Indoor Vendors: Vendors accepted to display inventory inside of the MAC House, will be required to set up displays beginning Sunday, November 19th and no later than Friday, November 24th. The MAC will schedule appointments for indoor vendors to load in and setup displays. Space size will be assigned based on product/inventory and will be coordinated prior to your appointment. Vendors will be responsible for providing specialty items required to display products.
 - b. Outdoor Vendors: Load in will begin on Saturday, November 25th. The MAC will provide details on load-in times the week of the event. Vendors must be open for business during the entire market. All vehicles must be cleared of the venue immediately after the assigned load-in time has passed.
5. Following the exhibit/market, all outdoor vendors must be cleared to drive a vehicle into the venue. Vehicles will not be allowed into the area until all patrons have cleared the venue. NO EXCEPTIONS.
6. All canopies, signs, and product displays MUST fit within the 12x12 allotted space. Due to unpredictable weather conditions, please make plans to secure your tent for the duration of the event.
7. If you have questions prior to the holiday market, please contact millingtonartscouncil@gmail.com.
8. We encourage our outdoor vendors to provide demonstrations where practical for handmade arts/crafts. Provide schedule timeframes for demonstrations so that we can capture demonstrations and share on social media. Buy/sell items are not authorized to be sold at this event.

ARTIST/MAKER INFORMATION

NAME OF BUSINESS/INDIVIDUAL: _____

Description of Art or Craft: _____

Inventory Information: All items submitted to indoor market must be tagged to include the following information. We request that an inventory list be also provided to the MAC that outlines detailed information. Outdoor makers are not required to submit an inventory list. But photographs with prices are encouraged to help us properly market your handmade items. For informational purposes, please use the following table to highlight the types of products you plan to sell.

Vendor #/Item #	Product Name/Description	Price

Booth Preference: Indoor _____ Dates: 11/25/17 – 12/23/17
Outdoor _____ Please write in dates you plan to set up!

Address: _____

Phone: _____ **Email:** _____

I understand that I am reserving a space at this event. I must provide tents, tables, chairs, or anything else that I may need. All vendors are responsible for adhering to TN state and local sales tax regulations. I have read and pledge to abide by the Holiday Makers Market rules. I also understand that my participation in the Holiday Makers Market, as a participating Vendor, releases and discharges Millington Arts Council, Inc., the Millington City Government, and each of its officers, directors, employees, agents, assigns, volunteers and affiliates (herein referred to as "MAC") from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, and cause of action, arising out of or related to my involvement as a Vendor at the Holiday Makers Market. I agree to assume all risks of personal injuries and damage to my property due to my involvement in the Holiday Makers Market. If accepted, MAC has my permission to use images of my work or my booth for promoting, advertising, and marketing the Holiday Makers Market. The MAC also has my permission to publish photographs or video taken of me, my booth and my work during the Holiday Makers Market for purposes related to promotions of the Holiday Makers Market, past or future.

Signed: _____

Date: _____

Payment may be mailed to 7743 Church Street or made via PayPal link provided at
www.millingtonartscouncil.org/holiday