

**Ithaca Artist Market
Guidelines & Application**
for Tompkins County Arts Organizations
Showcasing our local Tompkins County
Arts Organizations is an integral part
of the annual Ithaca Artist Market

A Program of
Community Arts Partnership of Tompkins County
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Event Date: Friday, July 19, noon to 8pm (time change from previous years)
Location: Ithaca Farmers Market (our co-sponsor) IthacaMarket.com
Application Deadline: Friday, May 31, 5pm

WHO IS “CAP”

The Community Arts Partnership is Tompkins County’s arts council. “CAP” connects artists and audiences through our events: The Spring Writes Literary Festival, the Greater Ithaca Art Trail, the Ithaca Artist Market, and the CAP ArtSpace gallery. CAP supports artists and communities through six grant programs, a professional workshop series, online resources, and more!

ARTIST MARKET DESCRIPTION

The Ithaca Artists’ Market is a juried show and sale of art that takes place annually at The Ithaca Farmers Market; a large open-air covered structure with 88 booths directly on the inlet leading to Cayuga Lake. There are 3 bathrooms, a pay phone, and ample parking. There will be light jazz music throughout the day. There are about 65 booths for artists, some for arts organizations, and some for food/wine/beer.

This year, the **Ithaca Farmers Market** is our co-sponsor!!! We are excited to present this event in partnership with the IFM! Learn more about the Market at IthacaMarket.com.

Note: The 2019 Artist Market is on the same weekend as Grassroots. We have placed a half page ad in this year’s Grassroots program. (We’ve done our market on Grassroots weekend before and sales were GREAT. Tourists spend money. However, I know this isn’t great news for artists or vendors who want to be in both places.)

BOOTH FEE

Arts Organization Booth (can sell swag, tickets, etc.): **\$65**

Arts Organization **Booth that is selling artists' work for artists: \$130 (same fee as booths for artists)**
Payment can be made via check made out to "CAP", or online via credit card on the Artist Market page of ArtsPartner.org.

TERMS

- Vendors are responsible for having **display up by 11:45 and will remain up until 8:00pm**.
- Vendors will not play their own music or run video with sound. If you would like visitors to hear something recorded, please provide headphones for them.
- Vendors cannot remove anything screwed in or nailed down in their assigned booth. Screws can be used to add hanging materials. Full details about your booth will be in your confirmation information.
- Vendors are responsible for their own sales tax collection.

AGREEMENT

Artists or Organizations who are accepted into the market must agree with these terms: The Community Arts Partnership, its agents employees and officers shall not be held liable for failure to fulfill or perform its contractual obligation provided such failure is caused, occasioned or furthered by closures of site locations due to any cause or causes beyond its control, including, but not limited to fire, flood, severe weather, hard rain, public disaster, theft, visitor damage, or any other cause beyond its control. The Community Arts Partnership shall not be held liable for damages to art work or wares, exhibitors or personal property, or for theft, loss or injury caused by products sold or exhibited by exhibitors, or other vendors or the general public or other calamities. Insurance for such loss, damages, or injury shall be the sole responsibility for each exhibitor at their own cost. Fees will not be returned if the Artist Market cannot or does not occur due to any reason. Fees will not be returned for any reason.

BOOTHS AND MARKET CONDITIONS

- There are 88 booths about 12' x 10' deep with a roof. Most have dirt floors, a few have wood. Each booth is different and is tailored by their usual Farmers Market vendor. Some have lattice or shelving on the sides, some have counters that stretch across the whole or part of the front; some counters are slanted.
- Having a booth in previous years is no guarantee that an artist will continue to be given that booth.
- The booths may not look the same from year to year.
- Music by the East Hill Jazz Group will play throughout the day at the north end of the structure in the half circle of booths. If you do, or do not wish to be near the music, please indicate this in your booth preference question in the application.
- As part of the application, it is optional for artists to list specific booths in order of preference. (i.e. first choice 45, second 87...) A request can also be made for a "shelf across the front" or "an open booth".
- NOTE: Since the majority of applicants request the same 5 to 10 very popular booths, it is highly likely that your first choices will not be available. In addition, artists who apply and have a regular booth for the farmers market season will be given their usual booth. Food vendors will also be given their usual booths. For these reasons, it is to your advantage to list as many booths as you can. This gives you a higher chance of getting one that you approve of. A very strong effort will be given to make all applicants happy, but for the reasons above, some do not get the booth they requested. Once CAP assigns a booth, it cannot be re-assigned.
- Vendors agree to leave their booth exactly as they found it (remove tacks, screws, garbage).

- The Ithaca Farmers Market has strict rules with regard to garbage and parking. Those accepted will receive these rules with confirmation and must abide by them.
- There are electrical outlets in between each booth and some overhead lights throughout the structure. (Having said this, many of the lights may not work so you may want to bring your own lighting.)
- There is wi-fi. There have been times when it has not been reliable. If you need backup, use your phone for online sales, or another device with its own hotspot.

ITHACA ARTISTS' MARKET APPLICATION 2019 for Arts Organizations

You can type these questions/answers into an e-mail or send as an attachment.

1. Name of Organization:
2. Name of Contact Person:
3. Contact Phone:
4. Contact E-Mail:
5. Organization Address:
5. Organization Website:
6. Please list or explain your booth preferences (as explained in the guidelines).
7. Who will be the person communicating these guidelines and further instructions to those who staff your booth? (provide name and e-mail.)
8. Do you need an invoice sent to your e-mail?
9. **SIGNATURE** (please retype the following sentence and then type your name and the date. **"I have read the 2019 application guidelines carefully. I understand, and agree to all the conditions and requirements therein on behalf of (*name of organization*)"** (type your name & date)