



# VENDOR RULES 2021

In order to ensure a safe, efficient, customer-friendly **ART MARKET**, we require your compliance with the following rules. ALL artist-vendors must apply every year by completing an application. Previous participation does not guarantee acceptance to the

current year. Participation in one ArtMarket does not guarantee participation in all ArtMarkets. Only artists selling their own original artwork on site will be considered for ArtMarket vending. We will not consider demonstration-only booths unless space allows.

All participants will be juried by committee for approval to vend. Submit your application at least 10 days in advance of the date(s) you wish to participate. We will approve or decline your application within 3 days of receiving your application. Payment must accompany your application.

Kenosha ArtMarket partners include: Artworks/Pencillarium, Lemon Street Gallery & ArtSpace, Re:Vision Gallery and Union Park Tavern.

## Application Submittal

1. Apply using the Kenosha ArtMarket application only.
2. Vendors may lease two vending spaces, but these spaces must be adjoining.
3. Vendors must commit to the entire day. No leaving early, even if sold out.
4. Applications using any payment method may be mailed or delivered to:  
Kenosha ArtMarket, c/o Lemon Street Gallery, 4601 Sheridan Rd, Kenosha, WI 53140
5. Only those paying online at [lemonstreetgallery.org/artmarket](http://lemonstreetgallery.org/artmarket), may email their application, saved as a PDF to:  
[KenoshaArtMarket@gmail.com](mailto:KenoshaArtMarket@gmail.com)
6. Vendors must apply, and pay booth fees, at least 10 days in advance of the date they wish to attend. There will be no refunds within 10 days of the dates you applied for except in an emergency, by written request. There are no refunds/credit because of bad weather.

## 2021 Operating Schedule

**Day:** 4 Sundays - The 3rd Sunday of the month, July thru October.

**Dates:** July 18, August 15, September 19 and October 17 2021

**Time:** 10am to 2pm.

**Where:** Union Park, 4500 - 7th Ave.

**Set-up:** ALL booth spaces will be assigned by management. Set-up between 8am-9:45am - You must be completely set up before 10am.

**Take-down:** Pack up at 2pm, not before. Your artwork, tent, etc. must be off the grounds by 4pm.

## BRING YOUR OWN 10x10 tent, weights, table, chair, display furniture and a rug/mat.

1. Booth size shall be 10' wide x 15' deep.
2. The width represents the front area that is open to the public. Management reserves the right to increase booth size.
3. The back of the space may be used for merchandise and equipment storage.
4. Vendor may bring a standard, 10' x 10' tent with a canopy. We recommend an EZ-Up brand tent. If you use a tent, it must be secured with weights at all times. 25# on each corner is recommended. Heavy duty screw-in stakes may be used with approval. Straight stakes are not acceptable.

5. Bring tables or mobile walls to display your artwork, and a chair if you want to sit. A rubber floor mat/rug will make standing on damp grass all day MUCH more comfortable!
6. Electricity is not available to vendors.
7. ArtMarket operates rain or shine. **There are no refunds/credit for bad weather.**
8. Precautions to maintain social distancing and wearing appropriate face coverings as required by the state COVID guidelines will be required. As this situation does change, we will be monitoring and communicating restrictions should they occur. Refunds will be given if the market has to be canceled due to community mandates on outdoor activities.

**Parking— LEAVE CLOSE STREET PARKING FOR YOUR CUSTOMERS!**

Vendors MAY NOT park on either side of the streets or avenues surrounding Union Park. Park at least a block away, so your customers have convenient parking.

**Unloading and Loading**

**Vendors may temporarily park anywhere around the park to unload/reload their merchandise.** Please bring your own cart. **Set up:** Please unload your vehicle completely, then move your vehicle to a parking space *at least one block away*, before setting up your display. It is important that you move your vehicle before setting up, so that other vendors can get in to unload. **Take down:** Pack up your display completely before retrieving your vehicle. Do not line up to load until your booth is packed up.

**Vendor Miscellaneous Info**

1. On Sunday morning, if a vendor will not make it to the market, **TEXT Melanie Hovey at 262-496-3898**, as early as possible, so the vendor layout can be adjusted. Vendors may not 'sublet' their booth space.
2. A vendor may not leave the Market early, even if sold out, unless it's an emergency.
3. Smoking by vendors, their staff or market volunteers is not permitted anywhere on the ArtMarket grounds. Vendors who must smoke **MUST** stand across the street. Rule includes: cigars, cigarettes, pipes and electronic cigarettes.
4. Vendors may not play music, unless it is live, un-amplified, singing or instrumental. Please be respectful if there is scheduled musicians, a live play or reading going on.
5. Vendors may not bring their pets.
6. Restrooms (and food/beverages) are located inside Union Park Tavern, or you can walk one block to the art galleries after 11 am. Volunteer booth-sitters may be available to you should you need to leave your booth for a few minutes.
7. Many people pay with cash. Don't forget to bring an adequate "bank" to make change for your customers. A small bank box or money pouch with a roll of each coin, several \$1s, \$5s and \$10s. Also look into accepting credit cards. There are a number of companies that cater to vendors doing fairs and markets.
8. Images of your artwork that were submitted with your application may be used without compensation for advertising purposes.
9. For exponential advertising impact, please use all of your social media accounts to spread the word about Kenosha ArtMarket. Like and share Kenosha ArtMarket posts, especially the markets you will be participating in. We will post for artist recruitment for the next month or so, and then will start advertising to customers about the ArtMarket itself. We will feature individual artists as they sign on, and will use the images you submitted with your application. It helps everyone if you post and share something every week with your networks.