

# A.R.T.S. Market Vendor Guidebook

## A.R.T.S. Market #1

Market Location: 408 E Roosevelt St

Set-up: Open air

2011 year-round, every first and third Friday, rain or shine.

## Summer Rates / June / July & August 2011

**\$50 per booth to participate in First and Third Fridays**

**RATES and GUIDELINES BELOW begin SEPTEMBER 2011**

	First Friday (FF)	Third Friday (TF)
<b>Application Deadline</b>	Midnight on Friday before FF	
<b>Acceptance Notification</b>	Sunday before FF	
<b>Check in &amp; Set Up*</b>	4:30 – 5:30 PM (summer: 5:30pm-6pm)	4:30 – 5:30 PM (summer 5:30-6pm)
<b>Event Hours</b>	6 – 10 PM	6 – 10 PM
<b>Dismantle**</b>	10 PM – 12 Midnight	10 PM – 12 Midnight

\*You will be informed of the Check In location when you receive your notification of acceptance.

\*\*A.R.T.S. Market lot must be completely cleared by 12 Midnight.

**PARKING:** Free parking is available along Portland and Moreland Streets after set up.

## NEW! Vendor Community Builder Agreement

To ensure the economic sustainability of the Roosevelt Row Arts District and to further promote its continued growth and popularity on multiple days throughout the month, Roosevelt Row CDC and the Roosevelt Row Merchants' Association have created the Community Builders Agreement for mobile vendors. Through this agreement Roosevelt Row CDC will give a discount to vendors who show a commitment to the success of the district by agreeing to come back and participate in an A.R.T.S. market on the Third Friday of each month.

## Vendor Requirements

1. Applicant acceptance is determined by a panel of volunteer jurors from the Roosevelt Row Arts District, representing a cross-section of artists, curators, residents and business owners. Vendors will be notified of their acceptance status the Sunday before each First Friday.
2. An annual application fee of \$25 is required at the first time of application. Once an artist/business is accepted into the A.R.T.S. Market no additional application fee is required, only the monthly booth fee.
3. Fine art and crafts for sale and display at A.R.T.S. Market can be sold by the artist, a family member, a member of their collective or a business that represents that artist.
4. Vintage merchandise that is 20 years or older.
5. Art supplies.
6. Merchandise must be family friendly and not be mass-produced. (Mass-produced items is the production of large amounts of standardized products, including and especially on assembly lines.) No textile items made from licensed or trademarked companies for example NFL logos, Disney Characters, Bob Marley, etc.
7. A booth sharing fee may be assessed for multiple artists or businesses sharing a booth.
8. Food vendor participation is coordinated in partnership with the PHX Street Food Coalition (PSFC). Inquire with the PSFC for food vending opportunities at A.R.T.S. Market. More Info: <http://phxstreetfood.wordpress.com/>

### Vendors are subject to inspection by City tax officials and risk citations or fines if found to be noncompliant. More Info:

Arizona Department of Revenue  
License Compliance Unit  
3191 North Washington, Suite 1  
Chandler, AZ 85225  
(480) 545-3500  
<http://www.aztaxes.gov>

City of Phoenix Finance Dept. License Services Section  
Calvin C. Goode Bldg. (SE Corner 3<sup>rd</sup> Ave & Washington)  
251 W. Washington Street, 3rd Floor  
Phoenix, AZ 85003  
(602) 262-4638  
<http://phoenix.gov/PLT/licsvcs.html>

## Site Specifications

1. You will receive your space assignment during check-in. Vendors are responsible for unloading and loading their set up. Bring your own tables, chairs and 10'x10' canopies. Canopies are not required, but highly recommended in the summer months. Canopies cannot exceed 10'x10' dimensions.
2. Limited lighting and access to electricity may be provided on a first come, first served basis. Bring extension cords, surge protectors, bulbs and fixtures



	Memo : A.R.T.S. Market "dates"
Card (Visa or Master Card only)	Call 602 475 2661 or email A.R.T.S.Market@rooseveltrow.org
PayPal	Email A.R.T.S.Market@rooseveltrow.org for a customized PayPal invoice

### Terms of Participation Agreement

You hereby agree to hold harmless and indemnify Roosevelt Row CDC, its organizers, volunteers, underwriters, sponsors, employees, as well as any property owners where A.R.T.S. Market occurs and the owners of any A.R.T.S. Market related property for any action relating to the event including theft, damage or injury. Vendors agree to pay any reasonable attorney fees and costs incurred by Roosevelt Row CDC as a result of actions by the vendor which are covered by this agreement. As the organizer and promoter of A.R.T.S. Market, Roosevelt Row CDC reserves the right to refuse participation to any individual or organization in its sole and absolute discretion. Your business contact information may be included in A.R.T.S. Market and/or Roosevelt Row CDC media.

Your signature on the A.R.T.S. Market Application Form signifies that you understand all terms outlined herein and agree that these terms represent a contract and that no other agreement shall be binding between the parties unless in writing and signed by an authorized representative of Roosevelt Row CDC. Roosevelt Row CDC may at any time for any reason amend the terms of this agreement to be effective immediately or as otherwise specified and participants agree to comply.

### 2011 A.R.T.S. Market Dates

Event	I				August	September	October	November	December
First Friday					5	2	7	4	2
Third Friday					19	16	21	18	16