

40th Annual

**SHELBY
TOWNSHIP**

**Art
Fair**

**August
12 & 13
2023**

Located at Shelby Township's River Bends Park

5700 22 Mile Road, Shelby Township, MI 48317

SEE BELOW FOR APPLICATION MAILING ADDRESS

Phone 586-731-0300 Email shelbyprm@shelbytwp.org

VISIT OUR WEBSITE AT: www.shelbyartfair.org

Information for Exhibitors

- **Juried show with 2 Exhibitor Categories - see map of grounds for proposed areas**
- **Open to Adult Artists and Marketplace vendors**
- **NO resale products or distributors permitted as exhibitors at this event**

NOTES OF INTEREST

- **TWO CATEGORIES** are available - please see below to determine which one is the best fit for you.
- Fair hours are **SATURDAY** 10:00 am to 5:00 pm, and **SUNDAY** 10:00 am to 5:00 pm.
- All booths measure approximately 15' x 15' with double booths available; all located on grass. Electricity and water in booth areas is not available.
- Easy curbside load-in and load-out close to booth areas and plenty of free daytime and overnight parking available close to (but not at) exhibit booths.
- Overnight security in the park on Friday and Saturday nights. (Shelby Township is not responsible for lost or stolen items)
- Complimentary coffee and donuts to exhibitors each morning.
- No commission taken on sales. All exhibitors are responsible for their own 6% Michigan sales tax.
- Advertising in local and regional publications, online social media, television announcements, radio ads, email blasts, flyers, banners, billboards, additional signs throughout the community, and more.
- Award winners will receive a monetary prize and jury exempt status for the following year.
- Friendly, helpful, organized staff.
- Sponsor "swag" tote bag giveaway (total of 800 bags)

CATEGORIES

All work or products displayed MUST be produced by the exhibiting artist/vendor and must be consistent with the images submitted. NO resale items are permitted in any category. The Jury Committee has the final say when categorizing applicants.

ART MEDIA - Original, handmade, one of a kind pieces (or limited prints), created and produced by the artist including, but not limited to: clay • digital • fiber • glass • jewelry • metal • mixed media • painting • photography • printmaking • drawing • sculpture • stone • wood • multi-media.

MARKETPLACE MEDIA - Items created by the crafter and produced in small quantities including, but not limited to: home décor • clothing and accessories • jewelry that is not one of a kind • food items • bath and body products • candles • toys and games • books • pet products

Shelby Township Art Fair 2023

APPLICATION INFORMATION

Deadline to submit application with jury fee and required images, if applicable, is April 1, 2023

- Those with Jury Exempt status will receive written notice with their application. All others must be juried.
- Applications are accepted by traditional mail or via email at shelbyprm@shelbytp.org.

FEES - Payable by cash, check, credit card or money order

Application/Jury Fee: \$25 for all categories - please send by April 1 with application unless jury exempt

Booth fee: \$195 - single, or \$390 double *Send ONLY jury fee with application unless Jury Exempt*

Corner Request: +\$40

Late Fees – Any application accepted after the April 1 deadline or booth fees paid after May 25 will be charged a \$20 late fee.

Refunds - Requests for refund must be submitted in writing before July 1, and refund will be 50% of the booth fee. No refunds after July 1. **Jury/application fees are non-refundable.**

Waiting List - Applicants that are placed on the waiting list are categorized by medium, but in no particular order. When an exhibitor cancels the committee refers to the list to replace them with an applicant from the same or similar medium when possible.

REQUIRED IMAGES – Photos, USB drive or e-mailed images of **good quality** will be accepted. Mailed jury materials must fit into an envelope no larger than 6" x 9". Jury materials will not be returned. **ANY APPLICANT SELLING ANY EDIBLE PRODUCTS MUST PROVIDE A COPY OF THEIR HEALTH DEPARTMENT CERTIFICATE.**

ARTISTS: 2 images of current completed work, 1 of work in progress, 1 of fully stocked booth
MARKETPLACE: Description or list of items to be sold, 2 images of products, 1 of fully stocked booth

Please label and list on application one preferred image that may be selected for use on promotional materials, the website and/or on social media. Jury images are not required for EXEMPT applicants; however an image to use for promotional purposes would be appreciated.

DATES TO REMEMBER

April 1	Application Deadline	May 1	Jury Results Mailed
May 25	Booth Fees Due	July 1	Deadline for 50% refund on booth fee
August 11	Friday Set-up after 1:00 pm	August 12-13	2023 Art Fair Dates

MISCELLANEOUS INFORMATION

- Show hours are 10:00 am to 5:00 pm on Saturday, August 12 and 10:00 am to 5:00 pm on Sunday, August 13.
- Set-up may begin as early as 1:00 pm on Friday or on Saturday morning and must be completed before 10:00 am.
- No vehicles permitted on the grass, however many booths will have load-in and load-out curbside or nearby. Please plan to use a hand-truck, dolly, or wagon to transport merchandise and equipment from loading/unloading areas for set-up and take-down. A limited amount of parking for trailers and storage vehicles will be permitted in designated areas along the perimeter (see proposed site map). Do not leave your vehicle in the main lot.
- Accepted applicants are required to be present to represent their own work and/or products and to have sufficient stock for anticipated sales for the weekend. Failure to do so may result in rejection from future shows.
- Unless weather creates a danger, all exhibitors must keep their booth open during hours advertised for the show. Early take-down will result in rejection from future shows.
- In addition to ribbons, certificates and monetary prizes awarded for winning Artists, a prize has been added for best Marketplace exhibitors. Amount of prize money will be determined by total sponsor contributions.
- The use of large sale signs is prohibited, however small, tasteful signs are permitted. The committee reserves the right to require removal of signs deemed in violation.
- Electricity is not available in booths and no generators are allowed, however marine batteries are permitted.
- As a courtesy to your customers and neighbors, smoking in the booth areas is discouraged.
- Corner spots awarded on a first applied, first served basis. "Same spot as last year" requests cannot always be honored, as the layout may change each year.
- Vendors must utilize a white tent

EVENT VISITOR FEATURES

- Free parking, entry and shuttle bus for all visitors
- Family oriented musical and additional entertainment including a kid's craft and activity area
- Participation by local Fire and Police Departments and area service organizations



2023 EXHIBITOR APPLICATION

For Artists, Crafters, and Michigan Made Market Vendors

MAIL APPLICATION TO:

14975 21 Mile Road, Shelby Township, MI 48315

FOR OFFICE USE

PLEASE READ THE INFO & INSTRUCTION PAGES BEFORE COMPLETING FORM

CHECK CATEGORY: Artist Marketplace

CHECK JURY STATUS: New Returning Jury Exempt (must have received exempt notice)

NOTE: The Jury Committee has the final say when categorizing applicants

NOTE: Name or business, medium or products, and email or website for exhibitors will be published in the Shelby Township Art Fair Guide. Please note if you DO NOT want your email or website published

PLEASE PRINT CLEARLY TO AVOID INCORRECT INFORMATION

First Name _____ Last Name _____

Business Name _____

Website _____ publish? yes no Email Address _____ publish? yes no

Category _____

THE INFORMATION BELOW WILL NOT BE PUBLISHED

Booth assignment request (corner +\$40, shade, etc. - no guarantees)

Will you be demonstrating in your booth? yes no Would you like a double booth? yes no

Phone _____ Alternate Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Do you require handicapped parking? yes no

Parking your vehicle overnight? yes no

Parking an RV overnight? yes no

Parking a trailer overnight? yes no

PLEASE CHECK THAT YOU HAVE INCLUDED THE FOLLOWING:

- 2 Photos of Completed work
- 1 Photos of work in progress (Artists)
- 1 Photo of a fully stocked booth
- Jury Fee (\$25)
- Booth Fee (JURY EXEMPT ONLY! Do not include if you are not Jury Exempt)

PLEASE SIGN AND RETURN APPLICATION BY THE DEADLINE DATE: APRIL 1, 2023

EXHIBITOR AGREEMENT: In signing below I attest that the items that I will exhibit and sell at the Shelby Township Art Fair are designed and produced by me. I agree not to display and/or sell any resale items. Further, I understand that any violation in rules may result in my expulsion from the event.

LIABILITY WAIVER: I hereby waive and release the Charter Township of Shelby, the Shelby Township Art Fair Committee, and its representatives and/or successors of all liability including theft, loss, or damage to displays and/or merchandise, vehicles, trailers, storage units, and any other personal or business property, and for personal injury. In addition, as an exhibitor I agree to assume all responsibility for my merchandise.

Applicant's Signature

Today's Date

- JURY FEE must be paid with application and images unless jury exempt
- PLEASE DO NOT send your booth fee with your application unless you are JURY EXEMPT
- BOOTH FEE for non-exempt applicants that receive an acceptance letter is due by May 25

I am enclosing my: Jury Fee \$25

DO NOT SEND BOOTH FEE UNLESS JURY EXEMPT NOTICE WAS RECIEVED

Booth: \$195 Single \$390 Double

Corner Spot: + \$40

Late Fees – Any application accepted after the April 1 deadline or booth fees paid after May 25 will be charged a \$20 late fee.

Check or Money Order # _____

Please make checks/money orders payable to: Shelby Township Art Fair

VISA - MC - AMEX - DISC Card # _____

Expiration date _____

**PLEASE MAIL TO: Shelby Township Art Fair 14975 21 Mile Road, Shelby Township, MI 48315
OR EMAIL TO: shelbyprm@shelbytp.org Call 586-731-0300 with questions**