



Thank you for your interest in CAFAM's *Spring Marketplace*, we look forward to working with you in making this event awesome! Below are logistics and details about the upcoming sale and open call for vendor submissions.

EVENT SUMMARY

Spring Marketplace is the Craft & Folk Art Museum's (CAFAM) bi-annual sale showcasing an exciting selection of one of a kind contemporary craft and design creations. This event will focus on showcasing a strong and diverse group of both established and emerging artists and makers from the greater Los Angeles region. A group representative of a vibrant maker culture currently contributing to the growth and enrichment of quality handmade goods in Los Angeles. CAFAM's curatorial committee will be selecting a total of 12 participants, representative of vibrancy, variety of techniques, materials, goods and gift options!

All proceeds from the sale will benefit CAFAM.

CAFAM's *Spring Marketplace* will take place in the museum's courtyard, facing Wilshire Blvd., ideally situated on historic Museum Row along with cultural landmarks such as the La Brea Tar Pits, Los Angeles County Museum of Art (LACMA), and the Petersen Automotive Museum. The event will take place rain or shine.

This is a free shopping event, current exhibitions at the museum will be available to view with our regular admission fee. Visitors will also enjoy a variety of sponsored snacks and drinks, including complimentary beer by Angel City Brewery. We recommend that artists make their own lunch arrangements or bring their own lunch. All day parking will be available for \$5.00 with validation at 5750 Courtyard Place, Los Angeles, CA., 90036 (across Curson Ave.)

APPLICATION DETAILS & SUBMISSION DEADLINE

Application Submission Deadline by: April 8, 2017

Applications must include:

- Completed vendor application (see below)
- 3-5 high resolution images of work samples
- 3-5 sentence artist/company bio

Accepted applicants will be notified on: April 15, 2017

Submissions must be emailed to lindsey@cafam.org. Incomplete applications will not be reviewed. Past vendors and participants must complete full application requirements to be considered for event.

For any questions please email or call Lindsey Vaniman, CAFAM Shop retail manager at lindsey@cafam.org, or 323.937.4230 x22.

COMMISSION AND FEES

Booth rental is 30% of item sales. A cancellation fee of \$100 will be charged if a participant does not show at the event. All participants must include a valid credit card that will be charged in the event of a cancellation, a check for \$100 may also be provided but, will only be deposited in the event of a cancellation. All sales are to be processed through the CAFAM Shop. The CAFAM Shop will pay all sales tax, credit card processing fees, rentals, and advertising. Vendors will be mailed a check of their profits 2 weeks after the event.

GUIDELINES

- Merchandise for sale in a booth must be consistent with the descriptions submitted in the application, or previously discussed with curators
- All merchandise must be priced and be consistent with the prices indicated in the application. Prices cannot be raised at the event and “sale” items and bartering are not allowed

Please note that the Museum reserves the right to remove any vendor or merchandise before or during the event in cases where Vendor: exchanges money with customer and not through a museum register, is not present at booth, is guilty of improper conduct, vendor may not sublet booth space.

VENDOR PROVIDES

- Merchandise, Tablecloths, and Equipment, props, and materials needed for display
 - Please bring appropriate display materials and furniture, as well as Lighting and extension cords required
 - Please notify us if you can bring your own 10x10 canopy
- Please note: electrical hook-up is not guaranteed (Please specify in application if required)

MUSEUM PROVIDES:

- Six foot tables
- Receipt/Sales books
- Name tags
- Exhibit space (ranges in size depending on location)
- 10x10 canopy if available

VENDOR BOOTH SET-UP SCHEDULE

- Vendors may set up Sunday, April 30, 9:00 AM–11:00 AM. Upon check-in
- Vendors may use the loading gate located on the alley behind the museum, accessible from Curson & Stanley Avenue. Vendors can also park on Wilshire (in front of the museum) and use the front gate to the Museum Courtyard to unload.
- Vendors may not stay parked in the employee parking behind the museum.
- During, the Marketplace booths must be staffed at all times during show hours
- Break-down will occur on Sunday, April 30, 5:00–7:00 PM
- Set-up or break-down is not allowed during show hours

TIMELINE

9 AM:	Check-in
9 AM – 11 AM:	Vendor set-up
11 AM:	Market opens
11 AM – 5 PM:	Market & museum open to public
5 PM:	Market closes
5 PM – 7 PM:	Market closes. Breakdown & clean-up

FREQUENTLY ASKED QUESTIONS

Do we process our own sales?

No. All sales are processed through the CAFAM Shop.
The CAFAM Shop will cover credit card fees and collect sales tax.

Do I need to bring my own table(s) and chairs?

No. CAFAM will provide participating vendors with tables (up to two 6' x 30" tables) and chairs. Display equipment and table covers will NOT be provided so please be sure to bring your own.

I requested two tables. Does that guarantee that I will get them?

No. Unfortunately, there is no guarantee that you will get two tables.

Where can I find something to eat on the day of the event?

There are many restaurants surrounding the museum.
You are also welcome to bring your own food & drinks.

I need access to an electrical outlet. Can CAFAM accommodate me?

The CAFAM Courtyard has limited electrical outlets. Please be sure to request electrical access in the special request section of the CLAY LA application and we ask that you bring your own extension cords.

What packing materials do I need to bring?

You are responsible for bringing your own packing materials; shopping bags, bubble wrap, jewelry boxes, tissue paper, tape, ect.

Can I promote this event on social media?

YES! We strongly encourage you to reach out to your followers, family, friends, and customers to promote this awesome event.

When is my application due and when will I know if it has been accepted?

Applications are due by April 8, 2017. We will contact you if you have been accepted by April 15, 2017.

CAFAM Spring Marketplace 2017

Application Form (Please type or print)

I, _____, agree to participate in the CAFAM's *Spring Marketplace* 2017 on Sunday, April 30, 2017 at the Craft & Folk Art Museum (CAFAM), 5814 Wilshire Blvd., Los Angeles, CA 90036. I understand that CAFAM will retain 30% of item sales and that CAFAM will send payment within two weeks (10) business days following the event. I also understand that CAFAM assumes no liability for the loss, damage, or destruction of any item during the sale. In addition, I understand that if I fail to show up for the event I will be charged a \$100 cancellation fee.

Please include three (3-5) high-resolution images of work along with a short company/artist bio (3-5 sentences)

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Company name: _____

Contact name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Instagram: _____

Merchandise description: _____

Retail price range: _____ to _____

Special requests (electrical outlet, number of tables (two maximum), etc.):

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Credit Card Information (for table fee only) if you do not wish to provide credit card information, please provide a check that will be returned to you after the event.

Card type: _____ Name on card: _____

Card number: _____ Expiration date: _____

Security code: _____ Billing zip code: _____

Signature: _____

Printed name: _____

Date: _____