

This is the application for the 2016 Last Minute Market.

APPLICATION DEADLINE IS WEDNESDAY NOVEMBER 23rd, 2016

The event will be held Saturday, December 17th from 10am–6pm
at

The Galleria at Erieview
1301 East Ninth Street
Cleveland, Ohio 44114

Indoor parking under the Galleria is \$3 for any amount of time on Saturdays

More information about this event can be found at <http://LastMinuteMarket.blogspot.com>

THIS YEAR, WE ARE WAIVING THE APPLICATION FEE. Applicants will be applying for one of only 10–20 seller spots available. Nearly all of 2015's sellers are returning.

Available spaces at this event are 8'w x 6'd or smaller. 8'x6' spaces will start at \$165, smaller spaces will vary between \$100–\$145 by location. Limited electricity will be available for \$15. Most available spaces will be on the second floor.

Application Process Schedule

November 6th through November 23rd –applications available

November 23rd –application deadline

November 26th –notifications emailed

November 30th –space fee payment due for accepted applications

Invited applicants can secure their spaces by credit card/PayPal. We no longer accept checks. If accepted as a seller, your space fee payment will be due no later than November 30th, 2016. This application must be complete and received by November 23rd, 2016 to be considered. No late applications will be taken.

An email will be sent to the email address you supply on your application by November 26th, 2016 to notify you whether or not your application has been accepted to the Market. Please add Eileen@ClevelandHandmade.com and Kathy@ClevelandHandmade.com to your email's address book and/or whitelist so that our messages to you are not delayed. We cannot be responsible for lost emails or delayed notifications. Please add us to your address book and check your spam folder if you haven't received a notification from us by the end of the day November 26th, 2016.

Day of Show

Load-in will begin the evening before and at 7am on the morning of the show. The Market will begin at 10am and remain open until 6pm. Tear-down and load-out begins at 6pm and should be complete before 8pm. Freight elevators and passenger escalators will be available during load-in and load-out (unless there are circumstances beyond our control) for all floors, but many people will be sharing these.

*Setting-up the day before the show will be available on Friday, December 16th, time to be determined.

Space Sharing

Again this year, spaces may NOT be shared. Should you wish to be placed near a friend, we'll likely be able to arrange you together if you are both invited to participate.

Sales

Sellers will be responsible for all of their sales and remittance of applicable Cuyahoga county sales tax. Sellers should be ready with change for cash sales and credit card acceptance devices if desired. Wi-Fi is available in the building, but may not be sufficient for the traffic we create. Please use wireless devices that can use cellular networks because Wi-Fi signal may not be strong enough.

All work for sale should be priced and marked ahead of time.

No commission is taken on sales at the show.

Refunds

If inclement weather, another unpredictable event, or an order from the government forces us to cancel or delay the Market, we cannot offer any refunds after December 1st, 2016. If your application is accepted and you have made your space fee payment but need to cancel your participation in the Market, you must contact Eileen Segura Eileen@ClevelandHandmade.com by December 1, 2016. NO REFUNDS WILL BE ISSUED AFTER DECEMBER 1 2016. After December 1, 2016, we will work with you to our best ability to sell your space to someone on the waiting list, but we cannot guarantee that it will be possible.

Our Pledge to You

The Last Minute Market began as an experiment with a couple dozen friends and grew exponentially from there. We have been beyond lucky to partner with other artist organizations and the amazingly thoughtful and supportive owners and crew of the Lake Erie Building. Now we have been lucky enough to find a wonderful temporary home at the Galleria.

We cannot guarantee the weather, the attendance, or the sales you'd have on the day of the show or that we'll even be able to offer you an invitation to exhibit, but we can guarantee that our priority is giving you the most considerate and responsive experience we can. Your application is truly appreciated, no matter the outcome. We know how it feels to be on both ends of this process and we promise to treat you with respect the whole way through. We don't discuss your application with anyone outside the selection committee. We won't complain about a mistake you make or a criticism you have. We will be patient and honest with you. We won't forget that you are our customer, and that you should be afforded every courtesy possible. Our efforts sometimes fail, and often succeed, but they are always focused on the sellers having a good show. We learn every year, and we're grateful to have the chance to improve. Thank you for considering our Market.

Last Minute Market & General Info

- the largest and longest running Cleveland Handmade Market tm
- 4500+ attendees in 2015
- 9th year show
- 85-115 seller spaces
- handmade goods only: mass produced items, vintage items, franchises and resellers not permitted to sell
- indoor venue, a downtown Cleveland mall
- ample on-site parking (heated indoor under the building) with additional nearby public parking
- approximate seller space sizes available: 8'x6' and 6'x3'
- many spaces will have a wall/glass window behind them, some spaces will not have a wall behind them
- sellers will supply all desired tables and display equipment
- electric service available for rent, chairs included with space
- building is heated
- ADA compliant restrooms in building near Market area

- boxed lunch delivery available to seller spaces

- wide aiseways and ramp to entrance plus passenger elevator make it easier for guests in wheelchairs or with strollers to visit

Find more information about the event and building here: <http://LastMinuteMarket.blogspot.com>

Important Information

Participation is at your own risk. By applying, you agree to hold harmless the owners of the Galleria, Cleveland Handmade

Markets, LLC, and Segura Endeavors LLC, as well as their employees and associates, for any loss or damage to your property or for any personal injury. This includes your vehicle. By applying and/or participating in this event you

acknowledge that it is at your own risk. Further, you understand you are liable for any damage or injury caused by yourself or your

property. By applying you are indicating that you have read, understand, and agree to the above information.

It is very important that you, as an applicant to the show, have completely read the prospectus for this year's show. To finish this application, you need to click the check box to acknowledge that you have read and are comfortable being responsible for all of the information presented here.

Among the other important points listed, these are especially important to remember:

- Everything that would be presented for sale should be made by you

- This show's application process has historically been competitive and we have had to turn away even the nicest, coolest, most talented people because their jury scores were even just slightly lower than someone else's. Even best friends, family members, and world-renowned artists have been turned away.

This is especially true in the jewelry category where we have usually had at least 4 applications for every available spot.

- It is possible that your application may not be invited to participate. This part of the process is often heartbreaking for both the applicants AND show producers. If you feel like the possibility of not being invited to participate might be too much to handle in a professional way, please do not apply.

- On November 26th everyone will receive an email, at the email address listed on their application, which will indicate their application's status: Invited, Wait-List, or Not Invited.

- Participation in this event is at your own your risk and you are also responsible for any damage or injury caused by you or your property. We strongly recommend that you carry your own liability insurance.

- All participants will be responsible for their own sales transactions. Please be sure to follow our state's tax guidelines to collect and remit sales tax on applicable items.

- Anyone selling edible items will need to follow all health board guidelines, including but not limited to: correct individual packaging, ingredients labeling, refrigeration, proper licensing.