2020 Mathews Market Days
Arts & Crafts Vendor Information

Eligibility:

- Only work handmade by the artist will be accepted. In the medium of jewelry, beads made by the artist's own hand will take precedence over prefabricated beads. Elements of a display that are not considered in keeping with the integrity of Market Days will be requested to be removed by the Committee.
- All booths must be operated by the applicant on both days of the event. The work of only one artist may be displayed in each assigned space. Two-person teams producing a single product may qualify as a single exhibitor.

Entry Fee & Acceptance Information:

- The cost for each 10' x 10' space is $100.00.
- A $25.00 late fee will be incurred for all applications accepted after June 1st.
- All acceptance confirmations will be sent by email or mail by July 31st.
- Full refunds will be sent to ineligible applicants. No refunds will be allowed under any other circumstance.

General Vendor Information:

- Each vendor will be assigned a space approximately 10' x 10'. Spaces may vary. All tables, tents, canopies, exhibits, goods, and any wires must be inside designated area. Please flag all wires.
  - Location of vendors will be determined by the MMD Committee. Please do not ask for a special location. Thoughtful consideration will be given to traffic flow and booth access.
- Vendors may set up their booths Thurs. Sept. 10th from 12 PM to 5 PM and Fri. Sept. 11th from 6:30 AM to 8:30 AM. All booths must be set up and ready for business by 9 AM on Friday, Sept. 11th.
- Upon arrival, please check in at the Mathews Market Days Information Booth located on the corner of Church Street and Court Street. There you will receive your information packet and booth number.
- One (1) Vendor Parking Permit will be in your Welcome Packet (if requested). You may then proceed to the unloading zone before going to park. Spaces for trailers may be available on a first come, first served basis.
- All vehicles must be removed from Court St., Church St., & Brickbat Rd. by 8:30 AM each day. Loading and unloading times on Court St., Church St., & Brickbat Rd. will be limited to 10 minutes. All roads will be closed Saturday except Brickbat for loading and unloading. Towing will be enforced at the vehicle owner's expense.
- Please follow all directional MMD signage and any verbal direction given by MMD Committee members.
- **ALL BOOTHS MUST BE OPEN 9 AM TO 5 PM ON BOTH DAYS OF THE FESTIVAL.** Anyone closing their booth before 5 PM risks being ineligible to participate next year.
  - Being a "no show" also risks ineligibility for the following year.
- Please display your Booth Number included in your packet prominently in your booth.
- Artists should provide their own weather protection and shade for this outdoor event.
- No electricity will be available.
- All packing boxes, carts, etc. must be removed or hidden from view during the event.
- Each artist is responsible for collection of applicable sales tax.
- An exhibitor's failure to take occupancy of their designated booth by Friday at 9 AM will result in forfeiture of any use of that booth for the duration of the event.
- If an artist applies for more than one (1) space, both spaces must be used to display artwork.
- All booths, equipment, and trash must be removed by 6:00 PM on Sat. Sept. 12th unless a food vendor.
- Although security is provided for exhibitors' display, equipment, and products, Mathews Market Days Committee and the County of Mathews will not be liable for refunds or any liability arising from fire, theft, vandalism, accident, or any "act of God". Additional insurance, if desired, must be obtained at the operator's own expense.
- No individual or organization shall circulate and/or ask for signatures on a petition for any cause or reason.

2020 Mathews Market Days
Mathews County Rules & Regulations

The following requirements of the County of Mathews must be strictly adhered to:

- No attachments of any kind whether with nails, spikes, screws, glue, tacks, or other means of fasteners, shall be made to public buildings, monuments, benches, sidewalks, streets, roads, fences, light poles, trees, and shrubs. These items shall not be used for posting wires, guy lines, pennants, or signs.
- No holes or trenches for anchors, screws, or posts shall be made in County properties, including graveled and grass areas. This shall not prohibit the routine of setting stakes, spikes, or small posts in grassy areas for guy lines, wires, and signs when they do not interfere with pedestrian walkways, utilities, and the conduct of County business. Underground electrical and utility lines will be marked by flags during Market Days.
- The protective fences around trees, shrubs, bushes, flowers, and monuments on county properties shall not be moved, altered, or tampered with. No tree limbs, bushes, flowers, or shrubs shall be cut, pruned or broken.
- Other than those electrical sources supplied by the Mathews Market Days Committee, there shall be no hook-up, connection, or admittance to County electrical, telephone, sewer, water, or other utility outlets and facilities.
- No activities including parking of vendors and the general public shall be permitted in the county parking lot from 7:30 AM until 5:00 PM on the Friday of Market Days.
- There shall be no admittance of vendors and public to the hallways, bathrooms, etc. of the County administration or other public buildings.
- Vehicles/trailers/heavy equipment (i.e., cookers) are not allowed on curbs, sidewalks, or grassy areas of the County at any time. No exceptions. Loading or unloading of materials, products, or display items will be completed from the streets only.
- NO OVERNIGHT STORAGE IN THE COUNTY BUILDINGS.

THE ABOVE LISTED IS SUBJECT TO PRIOR APPROVAL BY THE COUNTY BUIDING OFFICIAL OR HIS DESIGNATED AGENT VIA THE MATHEWS MARKET DAYS COMMITTEE.

FAILURE TO COMPLY WITH THE ABOVE LISTED REQUIREMENTS SHALL RESULT IN THE IMMEDIATE REMOVAL OF BOOTH AND CONTENTS FROM YOUR ASSIGNED SPACE.

2020 Mathews Market Days
Arts & Crafts Vendor Application

NEW APPLICANTS: All artists who have not participated in Mathews Market Days before **MUST** submit 3 current photos of work and 1 current photo of booth display. Please mail these 4 photos **with** your application and check.

PLEASE PRINT CLEARLY.

Artist Name: _____

Business Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____

Description of Work: _____

_____

_____

Cost for one 10' x 10' space is $100. All applications received after June 1st will incur a $25.00 late fee.

Number of Space(s): _____ Amount Enclosed: $_____

If space is available, do you have a trailer you would like to park with your vehicle? (Circle one.)

YES NO

I, the undersigned, in consideration of the right applied for herein to operate and maintain a booth during Mathews Market Days, which right as granted upon the execution of the Application is hereby acknowledged, do hereby remise, release, and forever discharge the County of Mathews or any authority, board, bureau, commission, district or agency thereof from any and all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, premises, variances, trespasses, damages, extents, executions, claims, and demands, whatsoever in law or in equity which the club, organization and/or business can, shall, or may have upon or by reason of any matter cause anything against the County of Mathews or any authority, board, bureau, commission, district, or agency thereof arising from the activities of the said club, organization, and/or business contemplated in the present Application.

I HAVE READ THE APPLICATION, INFORMATION, AND RULES & REGULATIONS AND I AGREE TO COMPLY WITH ALL GUIDELINES AND CONDITIONS. ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS CORRECT AND COMPLETE.

I UNDERSTAND IN ORDER TO BE CONSIDERED ELIGIBLE FOR PARTICIPATION I MUST SUBMIT MY APPLICATION WITH PAYMENT (AND PHOTOS IF APPLICABLE) TOGETHER.

Sign: _____ Date: _____

All applications, checks, and photos if applicable may be mailed to:
Mathews Market Days, P.O. Box 295, Mathews, VA 23109-0295

APPLICATION DEADLINE: JUNE 1ST, 2020

All applications received after June 1st will incur a $25.00 late fee.
All applicants will be notified of their acceptance by July 31st, 2020.
A full refund will be given to any ineligible applicants. No refunds will be allowed for any other circumstances.