

# SPRING 2024 OFAM ARTIST VENDOR APPLICATION

## *SECTION 1: MARKET INFORMATION*

- Dates of Market Operation: Sundays between 5/12/2024 and 11/3/2024.
- Hours of Market Operation: We operate from 9:00 a.m. until 1:00 p.m.
- Once accepted by the Market, artists may participate for the remainder of the season and need not re-apply until the next season.
- Location of Market: MedStar Montgomery Medical Center Thrift Shop Grounds, Prince Philip Drive & Route 108. Our street address is 2801 Olney Sandy Spring Road, Olney, MD.

## *SECTION 2: MARKET APPLICATION PROCESS*

- Application Submission: A complete application package (this form filled out and check or cash payment) must be sent via email, mail or dropped off in-person by **3/31/2024**. We encourage earlier return if possible. Samples of work should only be included in the application package if they are small, easily transported and not breakable.
- Mailing Address for Applications: Olney Farmers and Artists Market, P. O. Box 1787, Olney, MD 20830-1787
- Booth Fee: \$35.00 per 10' by 10' space each Sunday the vendor participates in the Market.
- New Artist Application Fee: All new Artists must pay a \$25 non-refundable application fee.
- Payment Method(s): Checks or cash preferred. Make Checks payable to "Olney Farmers Market".
- Jurying Requirement: Artists who have sold at the Market before do not need to be re-juried, but the Market has the right to re-jury artists. New artists must be juried to participate in the Olney Artist Market and should have a working email address. All jurying will be done in person.

- Contact Janet Terry at [jtterrymarket@gmail.com](mailto:jtterrymarket@gmail.com) or 202-257-5326 for appointments for jurying.
- Criteria for Selection: Preference will be given to unique, hand-crafted artwork or uncommon media in the context of an open-air market. Please do not submit prefabricated, commercially purchased work. Preference will be given to creatively designed display booths (display booth area no larger than 10' x 10'). While the artwork is very important, the overall creative atmosphere and appearance of the display is even more so. Suggestions to diversify display include varied heights of display elements, creative re-use of architectural pieces, such as doors and windows, wooden crates, bright colors, etc.
- Professionalism of Application Package: Applications for entry, including samples/images of artwork and display proposal, must be professional.
- To participate in the Mother's Day Market, the \$35.00 Booth Fee must be paid in advance.
- Vendors must comply with Maryland Sales Tax laws.

### *SECTION 3: TERMS AND CONDITIONS*

- All vendors are required to attend one small group meeting before the season starts.
- All vendors shall conduct themselves in a professional manner. We reserve the right to impose a fine for unprofessional behavior.
- All vendors are expected to be completely set up before the Market opens and MUST remain on premises until 1:10pm, unless the Market closes due to bad weather.
- Artist vendors are only allowed to sell items formally approved by the Market Manager or review committee.
- Vendors must comply w/ all federal, state, and local regulations.
- Artist vendors will confine all material to assigned space. Artists will not approach a customer viewing another artist's display.
- Vendors will not use profanity or become physically abusive.
- Vendors are responsible for behavior of family and friends.
- Vendors may not 'hawk' their wares (in an aggressive manner).
- Vendors must provide garbage receptacles for any waste generated by their wares and remove their own garbage from the market. Receptacles

provided by the Market are intended for the use of our customers and guests. Hospital Thrift Shop trash receptacles are NOT for our use.

- There is no smoking or vaping allowed.
- Artist vendors whose products (scents and sounds) may have an impact beyond confines of booth must be sensitive to impact on others and remove those products if asked to do so.
- Vendors must notify Market management 1 week beforehand, if they plan to be absent, except in case of a sudden emergency.
- Anyone with 3 unexplained absences may face a \$25 fine and possible termination.
- Artist vendors must move vehicles to our vendor parking behind trailers, after unloading.
- Space reservations will be held until 30 minutes before Market opening. After that time, we have the right to fill the spot.
- All vehicles must maintain a speed of no more than 10 mph on premises.
- No driving on premises during Market hours.
- No pets are allowed.
- Montgomery County law prohibits the use of Styrofoam. The Market also asks that you use recyclable bags, instead of plastic, when possible.
- No refunds.
- The Artist grants the Market permission to use information and photos that the Artist has submitted, and any photos taken while exhibiting at the Market, in ads, print and web-based guides distributed to the public for the purpose of promoting both the Market and Artist.
- Canopy: Each vendor will provide his or her own 10' x 10' canopy, with weights of at least 25 pounds per tent leg, no matter what the weather. Anyone with inadequate weights may be asked to leave. This is a safety issue. Each vendor will also display a neat, legible sign identifying the business.
- Jewelers may be rotated to allow for an additional available spot for another vendor.
- Jewelers and other artists are not expected to appear every week but should arrange their market days in advance in writing. Contact info will be provided later.
- Termination: The Market reserves the right to terminate the agreement at any time. All terms and conditions shall survive termination.

## ***SECTION 4: RENTAL AGREEMENT***

Your Name:

Business Name:

Mailing Address:

Landline Phone:

Cell Phone:

Emergency Contact Name:

Emergency Contact Phone Number:

Maryland Tax ID Number:

Email Address:

Website:

Items to be Sold and Short Description:

Price Range of Items to be Sold:

Planned Dates of Participation at Olney Farmers & Artists Market:

The following person(s) is/are designated as the artist's employee/agent/representative (anyone designated here is responsible for knowing the Market rules):

I agree to abide by the terms and conditions set forth herein for participation as an approved Artist in the Market.

Signature:

Date: