



MEADOW BROOK THEATRE GUILD presents

A Benefit for Meadow Brook Theatre & Community Outreach Programs

# SPOTLIGHTS MARKET 2010

Outdoor Juried Art & Gifts

## PARTICIPANT INFORMATION

Application Deadline to guarantee a Return Exhibitor Space is April 1, 2010

SET UP: Friday, September 10, 2010	7 am – 3:30 pm
SHOW: Friday, September 10, 2010	4 pm – 7:30 pm
Saturday, September 11, 2010	10 am – 7:30 pm
Sunday, September 12, 2010	10 am – 5:00 pm

- Rental Fee for each 11 x 11' space is \$350. Double Booth spaces are \$650.
- No Jury Fee
- Free Electricity (not to exceed 300 watts use). You must provide clearly marked power strips & long extension cords to plug into the power sources.
- Free postcards for you to distribute to your customers.
- Free private off-site complimentary parking for all participants' vehicles, including campers, with free shuttle service provided during Market.
- Free Continental breakfasts provided by The Guild both Saturday & Sunday mornings between 9 & 10 am.
- Free bottled water provided to all exhibitors all weekend.
- Free Booth Sitters available by request at Information Booth.
- Free overnight Security provided Friday and Saturday.
- Discounted hotel rates.
- Earlier set up times may be scheduled for those sellers who require a long time to unload their vehicles and arrange their booths. **Please note your set up preference time on Page 1 of Application.**
- **"Spotlights Market"** catalog distributed to visitors, highlighting your presentations and work-in-progress demonstrations.
- Advance media advertising and public relations support throughout metropolitan areas.
- Downtown Rochester merchants' public relations support.

## PARTICIPATION NOTES

- All work must be designed and implemented by the artist or crafter. No buy/sell artworks or crafts will be allowed.
- All work must be safe and non-toxic. Craftsperson must fully disclose any special use/ingredients to the public.
- Any commercially produced parts used in work must play a subordinate role and may not be sold separately.
- No weapons may be exhibited or sold.
- In order to maintain a quality show, all applicants' work will be juried by category.
- The number of participants in each category will be limited to maintain a fair and balanced **Market**.
- **Jurying occurs both at application time and at the show. Jurists will circulate at random during the show to ensure that all work shown is in the categories in which the artist was accepted.**
- Demonstrations of work in progress are encouraged.

## APPLICANT AGREEMENT

### Display

- Participant agrees to present a quality display. Free-standing tents, tables, chairs, electrical cords, power strips & long extension cords (**not to exceed 300 watts use**) are your responsibility.
- **Microwave ovens, large fans and floodlights will not be permitted due to their excess electrical requirements causing power outages for entire display area.**
- Work displayed at the Market **must be in the categories participant was accepted.**
- **SALE OF FOOD AND BEVERAGES OF ANY KIND IS NOT PERMITTED** except for those accepted and approved in that category.

### Sales

- All sales will be transacted by and proceeds will go to you.
- You are responsible for the collection and payment of 6% Michigan Sales Tax on all sales made during the show. Call the Michigan Treasury Department at 1.800.367.6263 for sales tax forms.

### Set-Up/Vehicles

- Participant agrees to follow “one-way signs”, unloading, loading and parking directions.
- **Participant agrees to park all vehicles in off-site SPOTLIGHTS EXHIBITORS designated free parking area ONLY - during show hours. Overnight parking for multiple vehicles, INCLUDING CAMPERS, is available at that location also free of charge. PLEASE REFER TO “CHECK-IN” packet for “SPOTLIGHTS PARKING LOT” LOCATION AND DIRECTIONS from your booth.**
- Booth must be completely set up, with all vehicles removed from the display streets, prior to 3:30 p.m. on Friday, September 10, 2010. Time allotted to unload vehicle and move it to the designated Parking Area is one and one-half (1 ½) hour. **If you need additional unloading time, please let us know so that we can plan setup times around your booth accordingly to allow you extra time.**
- **Public Safety demands all vehicles must be prohibited from the display areas during Market hours.**
- No booth may be removed before the advertised closing time of 5:00 p.m. on Sunday, September 12, 2010..
- Booths must be broken down & merchandise packed prior to obtaining approval to bring Vehicle, following same “one-way ” directions into the display streets used at Set Up on Friday.
- **All exhibitors’ booths and debris must be removed from the display streets prior to 8:00 p.m. on Sunday, September 12, 2010. Streets reopen for traffic.**

### Miscellaneous

- **The Guild is NOT responsible** for damage, theft, fire, loss, or injury of any nature to exhibitor, his employees, his goods, property, or any loss to third parties due to exhibitors’ acts or omissions, or any type of act of nature.
- **Refunds: Before July 1:** 100% of fee paid will be refunded minus a \$25 processing fee.  
**From July 1 to July 31:** 50% of fee paid will be refunded.  
**From August 1 and after:** No refunds.
- Participant agrees that since this is an outdoor show, there will be no refunds due to inclement weather.
- **No Jury Fee. No Post-dated checks. No payment plans accepted. There will be a \$20 fee for returned checks.**



### Risk & Liability

- **The applicant has read, understands, and agrees to the rules, terms, and conditions under which he/she is allowed to participate in Spotlights Market. In consideration of being allowed to participate in Spotlights, the applicant agrees for his/her executors, administrators, and assigns to release, discharge indemnify, and hold harmless The Guild, dba: Meadow Brook Theatre Guild; Meadow Brook Theatre; Oakland University; and the City of Rochester and their assigns, agents, servants, employees and members from all claims or courses of action which may exist by reason of any loss damage to property, or personal injury which may be sustained by the applicant as a consequence of being allowed to participate in Spotlights Market. The Guild does not carry insurance to cover personal property of the artists/artisans. You are advised to carry your own insurance as an independent contractor.**

**PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.**

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**THE GUILD**  
*dba Meadow Brook Theatre Guild*  
P.O. Box 80933, Rochester, MI 48308

248.370.3349  
www.mbtheatreguild.com  
www.spotlightsmarket.com  
c10.17.09



12. Booth fee is \$350 per 11 x 11 ft Single space \_\_\_\_\_ or \$650 Double space \_\_\_\_\_  
**No Jury Fee. No Electricity Fee. No Post-dated checks. No payment plans available.**  
**There will be a \$20 charge for returned checks.**

**RETURNING EXHIBITORS – BOOTH LOCATION/AREA PREFERRED \_\_\_\_\_**

13. **Refunds:** Before July 1: 100% of fee paid will be refunded minus a \$25 processing fee.  
 July 1 to July 31: 50% of applicable fee paid will be refunded.  
 August 1 and after: No refunds.
14. Wait-listed artists will be notified of openings via phone.

***The undersigned agrees that all sales will be transacted by, and all proceeds will go to, the seller. Seller is responsible for the collection and payment of Michigan Sales Tax on all sales made during the show. Call the Michigan Department of Treasury at 1.800.367.6263 for sales tax forms.***

**Risk & Liability**

***The applicant has read, understands, and agrees to the rules, terms, and conditions under which he/she is allowed to participate in Spotlights Market. In consideration of being allowed to participate in Spotlights, the applicant agrees for his/her executors, administrators, and assigns to release, discharge indemnify, and hold harmless The Guild, dba: Meadow Brook Theatre Guild; Meadow Brook Theatre; Oakland University; and the City of Rochester and their assigns, agents, servants, employees and members from all claims or courses of action which may exist by reason of any loss damage to property, or personal injury which may be sustained by the applicant as a consequence of being allowed to participate in Spotlights Market. The Guild does not carry insurance to cover personal property of the artists/artisans. You are advised to carry your own insurance as an independent contractor.***

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return your completed and signed application form (*please make checks payable to "The Guild", along with a self-addressed, stamped envelope*) and mail to: The Guild

**"SPOTLIGHTS MARKET"**  
**P.O. Box 80933, Rochester, MI 48308**

PS: Do you know any other artists/crafters who would like to be considered and juried for participation in our **Market**? Refer them to our website at [www.spotlightsmarket.com](http://www.spotlightsmarket.com), [www.mbtheatreguild.com](http://www.mbtheatreguild.com). or call [248.370.3349](tel:248.370.3349) to leave the information and we'll be happy to mail out an application.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ ART/CRAFT \_\_\_\_\_

**For Guild Use:**

**Date App Received:** \_\_\_\_\_ **E-Mail Ack Sent** \_\_\_\_\_ **Juried Date:** \_\_\_\_\_

**Pmt. Rec'd:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Bank & Location** \_\_\_\_\_

**Accepted:** \_\_\_\_\_ **Declined:** \_\_\_\_\_ **Notification Date:** \_\_\_\_\_