

ADAPTIVE REUSE OF TEMPORARY SPACE market guidelines

Roosevelt Market - Open Air Market Location:
 2nd Street & Roosevelt AND 5th Street & Roosevelt
 Market hosted year-round, every First Friday, rain or shine

Application Deadline	5:00 PM on third Friday of month
Notification Date	One week after review, provided via email
Check in & Set Up	3:30 PM – 5:30 PM (all booths must be set by 5:30 PM)
Event Hours	6:00 PM – 11:00 PM
Breakdown	11:00 PM – 11:30 PM

Roosevelt Market Goals:

1. To **cultivate new local, arts businesses** within the Roosevelt Row Arts District by serving as a small business incubator.
2. To **provide opportunity** for local artists and performers to showcase and sell their artwork.
3. To **support district improvement efforts**.
4. To provide a venue for **community gathering, collaboration and cultural enrichment through the arts**.

Artist Participant Guidelines

1. **Artists and non-profit arts organizations may apply to the Roosevelt Market by submitting the Roosevelt Market Application to the Roosevelt Row CDC by electronic application. Submitting an application does not guarantee participation.** Application acceptance does not guarantee event space, in the case that the lot is full. **Each accepted participant must reserve by payment an available space before or no later than the Friday PRIOR to the event.** Booth space is limited and is on a first-come, first-paid basis for pre-approved participants only. Participation on one month does not guarantee participation in the following month. **Roosevelt Row CDC staff reserves the right to refuse participation by any applicant for any reason.** Roosevelt Row CDC reserves the right to manage all aspects of the Roosevelt Market in their sole discretion.

2. **Applications must be filled out entirely** and accompanied with the following information: images on a website, online store, or photo archive website link where work can be reviewed and approved. We discourage the use of photo attachments with submitted applications and will only accept website links for artwork approval. We encourage vendors without a website or store to open an online photo-pool account where photos can be uploaded and shared for free (e.g. Facebook gallery, Flickr, Picasa, etc.) We do not accept physical samples of work. Incomplete applications will not be accepted. If approved, you will be informed of check-in location and space number.

3. **Applicant approval** is determined by a variety of criteria, including but is not limited to:

- How your item(s) fit the vision for the Roosevelt Market.
- The quality, innovation and uniqueness of your items.

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- How your item(s) are represented in your photos/website.
- Whether your item(s) are made by your hands, or if some of your designs are produced/manufactured elsewhere.
- Whether your work falls into the categories of: Fine Art, Fine Craft, Handmade, High Quality Vintage/Salvage or Supplies. (please see below for a definition of terms.)
- The average price of your items falls within the typical range of the Roosevelt Market: (\$1-\$250)
- Possession of booth materials needed for proper set up, such as tent, table, chairs, extension cords, CFL lightbulbs, marketing banners, business cards, etc.

4. Fine art/crafts for sale and display at Roosevelt Market must be handmade and represented by the artist, a member of an artist collective, or business representing the artist. Vendors must be independently owned, operated and not affiliated with any state or national franchise. Priority consideration will be given to vendors creating items that are specialty in nature, innovative, which show skill and process and are produced locally. **Merchandise must be family-friendly and not mass produced.** Mass produced items include standardized items made in large amounts, especially in assembly lines. No items made with licensed or trademarked fabric (for example, NFL logos, Disney Characters, Hello Kitty, Celebrities, etc.) No "Fan Art".

5. How to apply as a collective: Each member of the collective should apply individually. **Individuals will submit an application and links to their work.** Collectives should designate a main contact and are required to fill out a Collective Information Form (CIF). **All members of the collective must be listed on the CIF.** All members of the collective must go through the jury process individually. **Collectives may be asked to submit review of artwork each month to ensure that all members meet the criteria for the Roosevelt Market, in the case of rotating art pieces.** The collective may share their booth and the cost of that booth between members that are approved ONLY. **Any collective displaying or selling items from individuals not approved may be asked to leave the market on the day of event and risk future denial of participation not only for the collective but also each individual member.**

6. Definitions of Terms:

Handmade: innovative and original items produced using traditional craft methods but **not based on any existing patterns or products.**

Collective: a group of artists/crafters that combine their skills to make and sell handmade products, such as each member of the collective contributing to one final product; or each artist making specific, personalized creations and unite together to share in the overhead, producing or selling their work. (i.e. sharing studio space, booth space, printing and advertising)

Business Representing an Artist: A representative from a gallery or art boutique or someone who professionally makes a living representing individual artists on a local or national level. An Independent Artist Representative would need to show history of client representation and have at least three references that could verify professional status.

Vintage/Salvage: items 20 years and older and of high quality.

Supplies: Include handmade tools for crafting (hand cut stamps, hand-dyed yarns and ribbons, original patterns, handmade needles/hooks/looms), original "kits" (defined as a project or object whose concept is original to the seller and is hand produced and packaged with instructions for the customer), unique and hard to find crafting supplies (i.e. paper ephemera, vintage buttons, beads, vintage fabric remnants).

7. Vendors must have state and city tax ID numbers. All Vendors assume responsibility for the appropriate payment of all taxes and other charges under applicable federal and local law. Vendors are required to have a complete and thorough understanding of the laws, ordinances, and regulations established by the State of Arizona and the City of Phoenix. Roosevelt Markets operate with a Farmers Market Permit from the City of Phoenix. Please refer to each individual department questions or concerns regarding licenses and permits. Roosevelt Row CDC is not responsible for inaccurate information.

Arizona Department of Revenue License Compliance Unit 3191 North Washington, Suite 1 Chandler, AZ 85225 480.545.3500 www.aztaxes.gov	City of Phoenix Finance Dept. License Services Section Calvin C. Goode Bldg. 251 W. Washington Street, 3 rd Floor Phoenix, AZ 85003 602.262.4638 www.phoenix.gov/pl
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8. **All new application submissions MUST by the third (3rd) Friday of each month**, due to the time needed process, review, approve/deny and place new vendors, Applications are considered in the order in which they are received. The application process takes approximately three weeks to complete.

First Friday Application Submission Process:

WEEK 1) In the immediate week following First Friday, interested participants with submitted emailed applications will be reviewed. During this first week, priority of acceptance is given to returning approved vendors from the prior month.

WEEK 2) In the second week of the month, all applications will be reviewed, with priority given to any new applicants who were pending from week one or on the waiting list from prior month.

WEEK 3) By the third week, notification of acceptance or denial is given, along with booth number for accepted applicants. Please prioritize submission as it is common for available spaces to fill within the third week.

WEEK 4) All applications received by this week will have been responded to. Please note: during the 4th week of the month. or the week of event, there may be insufficient time for new applications to be processed and approved, or spaces may be filled. In this instance, applicants will be put on a waiting list or referred to other First Friday vending lots.

Site Specifications

1. For safety and maintenance of the lot **VENDORS MAY NOT PARK on 2nd or 5th Street UNLESS DIRECTED by Roosevelt Row staff**. There is a 20-foot space for required fire lane that you can drop off your items. However, you will be required to drop off quickly and park off site.

2. Vendors will receive check-in information the week of the event and must check-in at the information booth at the beginning of the event. Vendors are responsible for unloading and loading their setup. **Bring all your own equipment**, including but not limited to: tables, chairs, 10x10 canopies, long industrial extension cords and small extension cords, power strips, CFL bulbs, lighting fixtures, and clamp lights. Power is provided for the aisles and **a limit of four (4) Low voltage CFL or LED bulbs is MANDATORY**. Personal battery-powered or rechargeable electricity and lighting sources are recommended for additional lighting. **Vendors are NOT permitted to use their own gas powered generators**. Candles, open flames and pyrotechnic activities are prohibited.

3. **Vendors are not allowed on the lot before 3:30pm on the day of the event and must be set up for sales by 5:30pm**. All booths not claimed by 6:00pm will be given to the next approved vendor on the waiting list if opportunity is available. **Vendors will not be allowed to begin setup after 6pm**. No exceptions.

4. **Vendors are required to keep their space/booth clean and tidy, free of trash and debris**. Vendors are expected to leave the market lots clean.

5. **All Vendors are only allowed to provide products and services described on their application**. You

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may place signage within your booth space and have business cards available for customer pick-up.
Aggressive flyering is prohibited.

6. Roosevelt Market occurs outdoors **RAIN OR SHINE**, despite extreme temperatures, high winds, dust storms and any and all weather conditions. Vendors are expected to support the event despite inclement weather or other emergencies. Sorry, no refunds will be issued in the instance of weather or absence.

7. Amplified music or sound, megaphones and PA systems are prohibited.

Fee Table

RATE	ITEM
<p>\$50 First Friday (per month)</p>	<p>One 10 x 10 space with electricity.</p>

PAYMENT GUIDELINES

1. **Space reservations are on a first-come, first-paid basis.** Registration for First Fridays open the Monday after the previous First Friday. Registration closes the Friday before each event.

2. **No payment will be accepted once registration is closed.** Reserving multiple months is not allowed. Credit Card numbers will not be kept on file. All vendors will be issued a PayPal invoice that must be paid by the close of registration each month.

3. **Vendors must contact the Roosevelt Market Coordinator to confirm reservations each month.** Space is only guaranteed once payment is processed. Only online invoices will be accepted for payment.

4. **No refunds** will be given under any circumstances including but not limited to illness, malfunction of equipment, inclement weather or other reasons for absence.

Method of Payment	Instructions
PayPal Invoices	<p>Email vendor@rooseveltrrow.org for a customized PayPal invoice Invoice will be sent by Roosevelt Row CDC office Payment due day of invoice delivery Prepayment required; Payments day of will not be accepted</p>
Mail, Money Order, or Delivery	<p>Case-by-case basis, please inquire at vendor@rooseveltrrow.org</p>

Terms of Participation Agreement

You hereby agree to hold harmless and indemnify Roosevelt Row CDC, its organizers, volunteers, underwriters, sponsors, employees, as well as any property owners where Roosevelt Market occurs and the owners of any Roosevelt Market related property for any action relating to the event including theft, damage or injury. Vendors agree to pay any reasonable attorney fees and costs incurred by Roosevelt Row CDC as a result of actions by the vendor which are covered by this agreement. As the organizer and promoter of Roosevelt Market, Roosevelt Row CDC reserves the right to refuse participation to any individual or organization in its sole and absolute discretion.

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Your business contact information may be included in Roosevelt Market and/or Roosevelt Row CDC media.

Note: Authorization of Signed Application

Your signature on the Roosevelt Market Application Form signifies that you understand all terms outlined herein and agree that these terms represent a contract and that no other agreement shall be binding between the parties unless in writing and signed by an authorized representative of Roosevelt Row CDC. Roosevelt Row CDC may at any time for any reason amend the terms of this agreement to be effective immediately or as otherwise specified and participants agree to comply.

SIGNATURE

Name (Print) **Name (Signature)** **Date**

2018 Roosevelt Market Dates

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1st Friday	5	2	2	6	4	1	6	3	7	5	2	7

About Roosevelt Row CDC

Roosevelt Row CDC is a 501(c) 3 non-profit organization established to further the unique character and assets of the area, to advocate for the continuing role of the arts in the revitalization of downtown Phoenix and to foster a dense, diverse, sustainable and walkable urban environment.

Questions?

Additional questions or concerns should be directed to:

vendor@rooseveltrow.org or call 602.829-5259

Hours: 11:00 AM - 3:00 PM // M-F

If unavailable, please leave a voicemail and we will return your call by next business day.

For sponsorship or partnership opportunities, please contact:

create@rooseveltrow.org

www.rooseveltrow.org