

Art Market Vendor FAQ Sheet

Art Market 2019

Thursday, December 5, 2019 – Sunday, December 8, 2019

Thursday, December 5 and Friday, December 6 – 11 am to 7 pm

Saturday, December 7 – Sunday, December 8 – 10 am to 6 pm

Frequently Asked Questions:

Read below to find out more about the fee/commission, the scholarships funded by Art Market, preparing to sell at Art Market, who to contact for additional information.

Application Questions:

Q: Who can apply?

A: All faculty, alumni, students, and current staff members can apply to be a vendor at Art Market.

Q: When is the deadline to apply?

Applications go live: Monday, September 23, 2019 at 12 am. Applications close: Monday, September 30, 2019 at 11:59 pm. All applicants are automatically placed on a waiting list and then will be assigned to the groups after the application closes. Students have first priority for available spots. Each vendor is then contacted with their confirmation.

Q: How many vendors are accepted?

A: We only have space for 275 vendors. Students are given first priority. We are anticipating 60% students.

Q: Does the waitlist really work?

A: Yes, last year Art Market offered over 20 vendors a spot to sell.

Event Questions:

Q: What do we do about packing material?

A: Art Market will supply wrapping paper and bags for packaging.

Q: Are there any meetings we need to attend before the sale?

A: Yes.

1. Professional Development meeting on Wednesday, October 30, 2019 in MICA's Brown Center, BR 320 from 2:15 to 4 PM. Topics include: pricing, packaging, taxes, copyright, etc.
2. **Everyone selling at Art Market** will need to attend the Mandatory Meeting. At this meeting, you will meet with your group leaders and get training on how to fill out the

required inventory sheets and price tags. The meeting will be on Wednesday, November 20, 2019 in Brown Center's Falvey Hall from 2:15 to 4 PM.

Q: Why do I need an inventory sheet?

A: Inventory sheets are a necessary double check system that resolves any selling discrepancies.

Q: How much room will I have to display my work?

A: Each group is allotted space based on the number of applicants. This is a shared resource event, everyone must work together – **check your ego at the door**. An example that happens every year is 6-8 vendors at every 6ftX3ft table.

Q: Do I need to be there during the sale?

A: Yes, but not the entire time – we are working as a team. Everyone must work 3 shifts of 3-4 hours, which will be determined by the number of people in your group and by the group leader.

Q: What effect does what group I am in have on my artwork and me?

A: Groups are a loose affiliation based on your major, but not exclusive to your major. Groups are also based on the predominate media of your work, but it does not limit what you sell. For instance, you might be an Illustration major whose work is t-shirts, soft sculptures, and prints and would sell all the work at the Illustration group tables.

Q: What must I provide to sell my work?

A: You will need to fill out an inventory sheet and create special price labels on card stock. Templates for both are emailed in November.

Q: What if I need help printing out the tags?

A: We will have a Tag Printing Workshop on Saturday, November 30 – location TBD. Bring your completed inventory sheet if possible and cardstock.

Q: Where do I get card stock? (Each group has its own distinct color)

A: Cardstock is provided at the Mandatory Meeting on November 20.

Q: Why do I need to use cardstock?

A: Card stock is thicker than copy paper and not as easy to be lost, bent, or mutilated by the shoppers. It is the best way to make sure you are paid for your item. The majority of payment problems occur when vendors do not follow tag guidelines and rules of the sale.

Selling Questions:

Q: What can I sell?

A: Your own original artwork made by you. You may not sell live animals or edible/consumable items, or services due to health regulations. If you are not sure contact the Art Market Manager.

Q: Can I sell my work if I did not apply?

A: No, you must apply by the deadline.

Payment Questions:

Q: Is there a commission or fee to sell my work?

A: Yes, Art Market will take a 15% commission for every sale. This money funds several Art Market scholarships.

Q: How do I get paid?

A: Checks will be mailed in early February. If you do not receive your check in 8-10 weeks after February 1st, please contact artmarket@mica.edu. If you fail to contact us by May 1st, 2020, you agree to forfeit those funds to the Art Market Scholarship Fund.

Q: How many scholarships are there and who qualifies for one?

A: There will be a minimum of two scholarships; more scholarships depend on the revenue collected. Students qualify for a scholarship if they apply for the competitive scholarships given out in the spring semester and are determined to be of high-medium need. One of these scholarships is earmarked for an Art Market participant.

Contact:

Q: Who can I talk to if I have more questions?

A: You can email artmarket@mica.edu and/or contact Art Market Manager, Emma Jo Shatto, directly at 410-225-4252. There will be an informational meeting on Wednesday, September 25 in BR 320 from 2-4 PM.