

Art Market General Rules for Participation

Art Market Vendor Resources Portal: <https://www.mica.edu/annual-events-series/art-market/vendor-resources/>

1) Groups

- a. Each vendor has been assigned to a group with a group leader
 - i. Vendors will receive an email from their group leader a few weeks after receiving acceptance into Art Market
 - ii. They may require their group to meet outside of Art Market's Vendor Programs, ask for more images of the vendors work/display, etc.
 - iii. Group leaders have the right to exempt anyone from participating if a vendor:
 1. Misses any of the Vendor Programs and their own group meetings
 2. Artwork/items are sloppy in craftsmanship, unprofessional or against MICA's community guidelines
 3. If a vendor misses a shift at Art Market
 - a. Each group leader will assign shifts.
 - b. Expect to work a minimum of 6-8 hours
 4. If a vendor is not a team player (takes up too much space, only cares about their own work, is unprofessional to other vendors and customers, etc.)
- b. Space Allocation
 - i. Space is not distributed evenly. It is based on merit/quality of work.
 1. New vendors may get less space.
 2. All group leaders are encouraged to assign spaces to vendors prior to the morning of set-up.
 - ii. All work should be brought to the sale in a container, with your name and phone number clearly labeled on it. Plastic bins are best when appropriate. Every vendor should reference the Art Market Vendor Tool Kit on the Art Market Vendor Resources portal.
 - iii. If you are removed from the sale by the group leader for any of the above reasons you cannot move to another group.

2) Vendor Programs

- a. Mandatory Professional Development Meeting for First Time Participants
 1. This meeting provides first time participants with helpful presentations on professional development from MICA's Career Development and Strategic Communications' offices.

- b. Mandatory Meeting For All Participants
 - i. This meeting covers creating tags for Art Market, event details like set-up, handing out paper for making tags, and group information.
 - c. Make-up Meeting
 - i. This meeting covers everything in the mandatory meeting for all participants. We understand that our vendors are working professionals and alumni and we want to provide additional time for them to come and get the information they need.
 - d. Art Market TAGS 101 Workshop
 - i. At this workshop, the Art Market Manager will work with you to help create your inventory sheets and tags for Art Market. Please bring a list of what you know you are selling and the paper you received at the mandatory meeting.
- 3) Dropping Out of Art Market
- a. If a vendor decides for any reason they cannot participate in Art Market they must:
 - i. Contact their group leader and the Art Market Manager as soon as possible.
 - ii. There are people on the waiting list who would love to have a spot.
 - iii. Please remember that this is the week before finals and as a student, schoolwork should be the main priority.
 - iv. **Vendors are not permitted to drop out, pack up, and move out of Art Market once the event has begun.**
- 4) If a vendor misses a shift, group leaders can decide to remove their stuff for the duration of the event.