
46TH ISLAND ART FAIR APPLICATION

Saturday August 3, 2019 10am to 5pm

First/Last Name _____

Phone Number _____

Email Address _____

Address _____

City/State/Zip _____

Description of art/craft to be sold _____

New Vendor ☐

Did another Island Art Fair vendor refer you? If so, please indicate his/her name

Returning Vendor ☐

Spaces: (10' wide X 10' deep). If more space is needed please sign up for two (2) spaces.

Canopy: yes ☐ no ☐ If yes, dimensions _____

Approximate set up time required _____ **Set up:** Fri ☐ Sat ☐

Please indicate the dimensions of the vehicle/trailer you will be driving. If the vehicle is too large you may not be able to drive to your assigned lot number. Be prepared to carry/haul your merchandise to designated spot. We will have all terrain vehicles/golf carts to assist you. *Please note: the bridge to get onto the island is 10 feet wide.*

Car ☐ Truck ☐ Van ☐ Motor Home ☐

If a trailer is being used, please give dimensions _____

License Plate #: _____

Handicap License #: _____

Will you be restocking your exhibit during the fair? yes ☐ no ☐

Mail application with check enclosed for \$85 payable to: Island Art Fair, PO Box 144, Grand Ledge MI 48837. Please also include two additional self-addressed stamped envelopes with your application or pay by credit card by calling Stephene Wed/Thu/Fri at (517) 627-9843. NOTE: Your booth space will

not be reserved until payment has been received. INCLUDE PHOTOS OF YOUR WORK – SEE GUIDELINES BELOW. NOTE: Booth space after July 21 will be \$95.00 per space.

46TH ISLAND ART FAIR

APPLICATION GUIDELINES

August 3, 2019

ISLAND PARK - GRAND LEDGE, MI

Sponsored by: *Ledge Craft Lane*
120 S. Bridge Street Grand Ledge MI 48837
(517)627-9843

- All art and craft items must be the creation of and assembled by the exhibitor. Commercial/manufactured items (kits), food and drink are not eligible.
- **Jury:** This is a juried art fair. **Photographs** of all art and craft items must be submitted to the committee making the final selections. Please include photographs of “work in progress” as well. **All photographs will be returned to you if you mailed them to us.**
- **Deadline:** Exhibitors are chosen by the Art Fair Committee. Space is limited so please register as early as possible. There will be a waiting list for last minute cancellations.
- **Spaces:** (10' wide X 10' deep). If more space is needed please sign up for two (2) spaces. You may NOT change spots with another exhibitor once your space has been determined. **There is no electricity available and compressors are prohibited.**
- **Registration:** Please send your completed registration form and two (2) business size, self-addressed stamped envelopes with your registration fee of \$85.00 per space. Make the check payable to: Island Art Fair, P.O. Box 144, Grand Ledge, MI 48837. **Please note: booth space after July 21 will be \$95.00 per space.**
- **Notification:** Artists will be notified of acceptance after the jury process. A map showing your location in the park and set up time will be mailed or emailed to you by the first week of July.
- **Sales Tax:** On the application please include your sales tax license number. If you do not have a sales tax number you will need to obtain a concessionaire “Concessionaire’s Sales Tax Return and Payment”, Form 5089 by calling (517)636-4660 or go to https://www.michigan.gov/documents/2771f_2901_7.pdf.

- **Alternative Site:** This is an outdoor art fair. It will be held unless cancelled by the police or fire chief of the City of Grand Ledge. There is not an alternative site. Ledge Craft Lane and the Island Art Fair Committee are not responsible for inclement weather conditions. Fees will not be refunded in the event such conditions occur.
- **Hours of Operation:** Island Art Fair runs from 10:00 am to 5:00 pm. Exhibitors are expected to be open for business for the duration of the art fair. Exhibitors closing or packing up prior to 5:00 pm will not be eligible to participate in future Island Art Fairs.
- **Facilities:** Restrooms are located at the entrance to the Island. Porta-Johns and concessions will be located in the middle of the Island for use as well. **NO ALCHOLIC BEVERAGES ARE ALLOWED ON THE ISLAND**

SET UP

- Set up time is Friday from 10:00 am to 6:00pm and Saturday between the hours of 6:30 am and 9:30am. Exhibitors are encouraged to set up all or part of their display on Friday.
- All motorized vehicles have 15 minute time allotments to be on the Island to unload. You may return to the Island after parking your vehicle in the designated vendor parking areas for final set up.

Please note: There is a one lane bridge entrance to the Island. Therefore, set up must be coordinated carefully to get all vehicles on and off the Island in a timely manner.

FINAL NOTES

LIABILITY: Security personnel will be patrolling the Island on Friday night. Exhibitors must carry their own liability insurance. All contents of each vendor exhibit are the vendor's responsibility.

SET UP ASSISTANCE: All vehicles will be restricted from the Island from 9:30am to 5:30pm Saturday. "Road Runners" and all-terrain vehicles with trailers will be available to assist you.

VENDOR PARKING: Free parking is provided on River Street with shuttle service for vendors up to the river path to the Island.

ASSISTANCE

Ledge Craft Lane, Sponsor - (517) 627-9843 - ledgecraftlane@juno.com
www.ledgecraftlane.com – Find us on Facebook.