



First Friday Wabash- a Wabash Marketplace event
www.wabashmarketplace.org

Official Rules for Artist/Exhibitors for First Friday Wabash

General Information:

First Friday Wabash, is sponsored by Wabash Marketplace, Inc. and sponsored in Wabash, Indiana. There are no refunds, rain checks or extended show dates due to inclement weather.

Date: Each First Friday

Time: 4:00-8:00 p.m.

Application Deadline: Due before Friday before EACH FRIDAY

Set-up/Tear Down: Artist must be present at their booth for the entire market. Set up begins at 3pm and must be completed by 4 pm. No booth can be torn down before 8pm. Tear down must be completed by 9pm.

Booth Spaces: Booth locations will be assigned in accordance with the best interest of the market, which the First Friday committee at its sole discretion will have the right to decide. First area to set up will be north side of city hall, unless vendor has made agreement with another business.

The Wabash Marketplace, Inc. shall not be responsible for storage or safekeeping of property so removed.

Eligibility: All artwork and culinary items exhibited must be original art created and hand-produced by the artist. Reproductions of artwork are permitted if processed by the artist or under the artist's supervision. No dealers, chainstores, mass produced culinary brands or agents may participate, except by the approval of the First Friday Committee. The Artist/Exhibitor agrees to exercise the utmost care in the use of the facilities and properties at the Arts Alive Marketplace. The Artist/Exhibitor agrees to indemnify and to hold harmless Wabash Marketplace, its officers, employees, agents from any and all claims, actions, judgments, losses, costs, (including reasonable attorney fees), and damages whatsoever; including claims arising by reason of accident, injury, or death caused to persons or property of any kind, arising out of, in connection with or incidental to the Arts Alive Marketplace. Artist/Exhibitor shall be liable for delivery, handling, assembly and removal of his/her own



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displays and materials. All displays, merchandise and equipment must be contained within the assigned booth space.

Insurance: If desired by the Exhibitor, insurance must be obtained by the Exhibitor at the Exhibitor's own expense. The First Friday Committee assumes no risk and, by acceptance of this agreement, the Exhibitor expressly releases the Arts Alive Marketplace, Wabash Marketplace, Inc. and the City of Wabash and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Exhibitor, and agrees to hold and save the First Friday Committee and all of its representatives harmless of any loss or damage by reason thereof.

Refund: The Festival Committee will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to acts of God, public enemy, strikes, statutes, ordinances or any legal authority, or any other causes beyond the Festival Committee's control.

All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety must be strictly obeyed.

Exhibitor will be required to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Artists are responsible for legal sales and collection of proper sales tax.

Application Process: Applicants must submit check or money order including the appropriate booth fee with their application/contract for exhibit space.

Applications received without a check for application and booth fees will not be considered. Check will be deposited upon receipt. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection.

2018 Artist Application for Exhibit Space

All 2017 Arts Alive Marketplace applications are subject to First Friday committee approval and space. Space is limited to a first come, first serve basis.



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Artist Information: (Please type or print clearly)

Name: _____

Business Name: _____

Address: City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

Facebook: _____

MONTH: FEB ___ MAR ___ APR ___ MAY ___ JUNE* JULY ___ AUG*
SEPT ___ OCT ___ NOV ___ DEC ___

****These months are strictly on Miami Street for vendor set ups Arts Alive****

Price Range of artwork: From \$ _____ to \$ _____

Category - Traditional Art (Please check all that apply)

- Jewelry Photography Fiber/Fabric Painting Oil Acrylic
- Glass Paper Woodworking Mixed Media Sculpture
- Metalworking Watercolor Drawing/Pastels Clay/Ceramics

Other: _____

Category - Culinary Art (Please check all that apply):

- Gourmet Foods Culinary Specialty Items Demonstrations Tastings

Description of work, process & sales:

Booth Space Reservation: Application deadline Friday before Each First Friday

ALL EXHIBIT SPACE IS OUTDOORS. SPACE IS LIMITED.

Booth spaces are 10x10. All tents and display equipment are the responsibility of exhibitor. There are no electrical hookups.

Single Booth (10' x 10') @ \$10.00 _____

Application Checklist:

- Application Form
- Booth Fee
- Artist Statement



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Please contact us via email for assistance or help with answering your application questions. See contact information below

Incomplete applications will not be accepted.

Artist Statement

General Release: By signing below, I certify I have read this document, as well as the Official Rules and agree to abide by the Arts Alive Marketplace regulations contained in the rules and as decided by the First Friday Committee, and know that failure to do so may result in my being asked to withdraw from market participation.

The undersigned does hereby forever discharge, release and hold harmless the Arts Alive Marketplace, the City of Wabash or any member of the Wabash Marketplace, Inc. Committee of and from any and all manner of actions, suits, damages or claims whatsoever from any loss of damage to the property of the undersigned while in the possession or supervision of the Arts Alive Marketplace, Wabash Marketplace and City of Wabash their agents, representatives or employees, and hereby consents to the enforcement of Arts Alive Marketplace official rules.

The application constitutes a reservation and, as such, is a commitment to show if I am entered into the exhibit.

Applicant's Signature: _____
 Date: _____
 Printed Name: _____

**APPLICATION DEADLINE — ALL APPLICATIONS MUST BE POSTMARKED BY:
 Before First Friday of Each Month**

Mail or Drop off Application Materials To:

Wabash Marketplace, Inc.
 99 W. Canal St
 Wabash, IN 46992
 Email: tyler@wabashmarketplace.org
 Phone: 260-563-0975

Make checks payable to: Wabash Marketplace



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Office Use Only:

Check # _____ Amount _____ Date Received _____

First Friday Wabash Involvement Questions:

Scenario: Many businesses, non profits, individuals who sell items, food trucks, musicians, and more are reaching out to us wanting to get involved with First Fridays. While this is great and we love that people are reaching out, we wanted to have a quick Q&A to help many individuals.

There are a few ways you could get involved. Please note this is not every possible scenario, but are many that are brought up. We hope this helps clarify anything and if you have any questions, please don't hesitate to reach out. Thank you for your time.

1. **Food Vendor:** We welcome many types of food vendors to set up for our First Friday events. We completely leave it open to our businesses to sponsor and support these food vendors for the event.
 - a. **Business Partnerships:** Your first step would be to contact any business and see if they would be willing to sponsor your food truck. The food truck must set up near their store. A list of businesses can be found on our website here: <https://www.wabashmarketplace.org/>
 - b. **Health Permit:** After you have made contact with the business, you will want to make sure to have a Wabash County Health Department permit. The contact for them is Rich Mofield at rmofield@wabashcounty.in.gov You can find more information here: <http://health.wabashcounty85.us/cgi.exe?PAGEID=0011>
 - c. **Making WMI aware:** Finally, once you have the plans made with the business, please make sure the business reaches out to Wabash Marketplace, info@wabashmarketplace.org or 260-563-0975 to coordinate parking blocking off, trash cans, and utilizing electricity as well.

2. **Vendors, such as an artisan or homemade items:** There are a few ways that we encourage any vendor or artisan to participate.
 - a. **PLEASE REFER TO THE VENDOR FORM HERE:** <https://www.wabashmarketplace.org/first-friday-wabash.html>
 - b. **June's First Friday theme is Art's Alive:** If you are only wanting to set up for a one time event, this would be the route to take. We encourage Artisans, and homemade vendors to participate in this. Please contact tyler@wabashmarketplace.org or 260-563-0975 for more information,
 - c. **Business Partnerships:** PLEASE REFER TO A
 - d. **Become a Wabash Marketplace Member:** This Annual membership come with many benefits, such as the ability to set up regularly at First Friday events. More information can be found by contacting tyler@wabashmarketplace.org or by visiting the website: <http://www.wabashmarketplace.org/membership->

[benefits.html](#)

- e. **Wabash Farmers' Market:** If you have an item that can be sold at the Farmers' Market, we encourage you to find more information out about that. Please contact tyler@wabashmarketplace.org for more information.
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- 3. **Businesses/Non-profits/any type of Organization:** There are a few ways that we encourage any of the above to participate.
 - a. **Business Partnerships:** We completely leave it open to our businesses to sponsor and support any vendor for the event. If you are thinking a one time involvement, this may be the best route. Your first step would be to contact any business and see if they would be willing to sponsor you. (You MUST set up inside or in front of their shop). A list of businesses can be found on our website here: <https://www.wabashmarketplace.org/> Once you have made contact with this business and they have agreed to do so, please make sure this business reaches out to Wabash Marketplace, info@wabashmarketplace.org or 260-563-0975.
 - b. **Become a Wabash Marketplace Member:** This Annual membership come with many benefits, such as the ability to set up regularly at First Friday events. More information can be found by contacting tyler@wabashmarketplace.org or by visiting the website: <http://www.wabashmarketplace.org/membership-benefits.html>
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- 4. **Musicians:** At this time, the First Friday committee is not able to pay musicians to perform. With that said, we would be more than happy to add you to a list in case that changes for the future, as well as we encourage you to do the below.
 - a. **Business Partnerships:** We completely leave it open to our businesses to sponsor and support any vendor for the event. Your first step would be to contact any business and see if they would be willing to sponsor you. (You MUST set up inside or in front of their shop). A list of businesses can be found on our website here: <https://www.wabashmarketplace.org/> Once you have made contact with this business and they have agreed to do so, please make sure this business reaches out to Wabash Marketplace, info@wabashmarketplace.org or 260-563-0975.
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- 5. **First Friday Sponsorship:** If interested in helping with sponsorships and costs of First Friday, please contact Tyler Karst , info@wabashmarketplace.org or 260-563-0975.
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