



## ARTIST INFO & RULES 2022

### 2022 Operating Schedule

**Dates: Sundays** June 19, July 17, August 21, September 18 and October 16.

**Time:** 10am to 2pm.

**Where:** Union Park, 4500 - 7th Ave. Kenosha

**Set-up:** Set-up between 8am-9:45am - You must be completely set up before 10am. ALL booth spaces will be assigned by management.

**Take-down:** Pack up at 2pm, not before. We all must be off the grounds by 4pm.

**Trash:** Please take boxes and large trash items home with you.

On short notice (Saturday or Sunday) **TEXT Melanie at 262-496-3898** if you will not make it to the market. Please TEXT your name as early as possible, so the booth layout can be adjusted. Artists may not 'sublet' their booth space. Do not email or call on short notice. We will not get your message.

Below is information to help ensure a safe, efficient, customer-friendly **Kenosha Art Market**. We look forward to working with you this 2022 season, and expect you to follow these rules and guidelines. Thanks so much!

### BRING YOUR OWN DISPLAY

Your setup may include a 10x10 tent, weights, tables, portable walls, chair, display furniture and a rug/mat.

- Booth size is 10' wide x 15' deep. The width represents the front area that is open to the public. Management reserves the right to increase booth size.
- The back of the space may be used for merchandise and equipment storage.
- Though tents are not required, you may bring a standard, 10' x 10' tent with a canopy (any color.) If you use a tent, it **MUST** be secured with weights at all times. 25# on each corner is recommended. Heavy duty screw-in stakes may be used with approval. Straight stakes are not acceptable. No staked tie-downs.
- Bring tables and/or mobile walls to display your artwork, and a chair if you want to sit. A floor mat/rug will make standing on grass more comfortable!
- Electricity is not available to artists.
- Art Market operates rain or shine. Have a pack-up plan for inclement weather.
- **There are no refunds/credit for bad weather.**

### PARKING— LEAVE THE CONVENIENT PARKING FOR YOUR CUSTOMERS!

Artists **MAY NOT** park on either side of the streets or avenues surrounding Union Park. Park at least one block away, so your customers have the closest parking spaces.

### UNLOADING & RELOADING

**Artists may temporarily park anywhere around the park to unload/reload their artwork and supplies.** Though volunteers **MAY** be available to assist you, please expect to bring your own help, and your own cart.

**Set up:** Please unload your vehicle completely, then move it to a parking space **at least one block away**, before setting up your display. It is important that you move your vehicle before setting up, so that other artists can get in to unload.

**Take down:** Pack up your display completely before retrieving your vehicle. Do not line up to load until your booth is packed up.

### **Miscellaneous Important Info**

- Artists may not leave ArtMarket early, even if sold out, unless it's an emergency.
- Smoking by artists, their staff or market volunteers is not permitted anywhere in Union Park, which is all Art Market grounds. If you must smoke, you **MUST** stand across the street or sit in your car. Rule includes: cigars, cigarettes, pipes and (vaping) electronic cigarettes.
- Artists may not play music, unless it is live, un-amplified, singing or instrumental. Please be respectful if there are scheduled musicians, a live play or reading going on.
- Artists may not bring their pets.
- Restrooms are located inside Union Park Tavern (across the street,) or you can walk one block to Lemon Street after 11am. Volunteer booth-sitters MAY be available should you need to leave your booth for a few minutes. Ask at the info table. Minors will need an adult to accompany them to the bathroom inside Union Park Tavern.
- Speaking of Union Park Tavern, they have yummy breakfast and lunch specials on Market day.
- Don't forget to bring an adequate "bank" to make change for customers who pay cash. If you are adding sales tax (5.5% in Kenosha) to purchases, you will need coins and a variety of small bills.
- Also, look into accepting credit cards. Being able to accommodate someone's unexpected larger-ticket purchase is important. There are a number of "use as needed" card services companies (like Square, PayPal, etc) that cater to sellers like you doing fairs and markets. It is up to you if you choose to accept personal checks. Most art buyers are honest people, but realistically, there is little recourse to collecting on a bad check, so be warned.
- Images of your artwork that were submitted with your application may be used without compensation for advertising purposes.
- For exponential advertising impact, please use all of your social media accounts to spread the word about Kenosha ArtMarket. Like and share Kenosha ArtMarket posts, especially the markets you will be participating in. We will post for artist recruitment, while also advertising to customers about the ArtMarket itself. We will feature individual artists as they sign on, and will use the images you submitted with your application. It helps everyone if you post and share something every week within your networks.