



ARTIST & EXHIBITOR GUIDELINES

The Art Garden & Floating Gallery DBA The Art Garden, LLC

Section 1:

FALL 2021 HOURS OF OPERATION: starts October 1st, 2021

Any Schedule changes will be emailed to all artists in advance.

Friday and Saturday NIGHTS:

SetUp: 5pm-6pm OPEN 6pm - 12am Breakdown and out by 1am

Wednesday, Thursday, Sunday & Monday NIGHTS:

SetUp: 5pm-6pm OPEN 6pm - 11pm Breakdown and out by Midnight

****If we have a really HOT October...**we may delay fall hours a few weeks into October. Setup would all be pushed up by (1)hour. We may add Day Markets in the fall. We'll email by September.

****Depending on crowds/\$\$ on the street & artist input...**we may decide to be open later on the weeknights & charge \$60 for all nights, if the fall ends up being really busy & \$\$ for y'all during the festivals.

Any Schedule changes will be emailed to all artists in advance.

RATES, SPOT SIZES, INFO & STORAGE

Section 2:

Regular Rates:

- Monday, Wednesday, Thursday, Sunday Nights: **\$50 / \$3 credit card fee**
- Friday & Saturday Nights: **\$60 / \$3 credit card fee**

Regular Spot Sizes & Requirements :

- ****NO TENTS****

- Spots average (8)'ft-9(ft) wide x (5)'ft deep

- We provide 6'ft UMBRELLA's for weather protection & they can be used for light display too

- Uniform 8'ft wide x 4'ft tall metal grids for hanging are provided at all hanging spots

- ***Any additional grids or display must be approved by management in advance, via email confirmation***

- Artists are allowed print bins, print holders, a table(s), table displays and a stool or chair.

Section 2 continued:

****All folding tables must have tablecloths or coverings that look clean***Aesthetics are important for sales!**

Pets: An artist had a rat on her shoulder in her hoodie once & that was cool. We have a possum at the AG.

- ❖ We welcome *well-behaved dogs* who love people & other dogs & are **approved in advance!**

STORAGE: ****NO CART STORAGE DURING OPEN HOURS****Please fit it under your tables or back in your vehicle.

Most Important: *The Art Garden provides secure electrical & clean Port-O-Potty for use by Exhibitors only. No tourists using the toilet unless it's a pregnant lady or elderly person. Only if they ask! Please don't offer!*

ASSISTANTS are allowed to sell for artist's as long as they are approved in advance with their contact info shared with us via email. **Email: artgardennola@gmail.com**

- Friends & visitors are certainly allowed to come hang.
- No more than (2) peeps please per booth, due to size of market - this is strictly enforced. Thanks!

Section 3:

BOOKING & PAYMENTS

- All bookings will be Confirmed by the Art Garden **First via email before** you pay us.
- Email us your requested days or nights with specific dates then we'll email back confirmed bookings
- We book weekly or up to a month in advance,
- No Minimum Required, No Full Month or Full Weekend Guaranteed.
- Art Garden schedules and rotates artists at its own discretion.
- All artists are juried in and priority booking is given to fine artists.
- SQUARE (credit card) or CASH Accepted ***We no longer accept Venmo or Paypal***
- **48hr Cancellation policy otherwise full market fee is due 48hrs before market ~ Thank you!**
- Full market Weather Cancellations will be CREDITED for use in future bookings; NO cash refunds
- Early closure due to weather will receive no credit and full market fee is due. This keeps us open for all.
- The art market is not guaranteed as a full time job and full bookings cannot be assumed due to market size & demand. *Grow your business, grow your friends!!*

Section 4:

LOAD-IN / SETUP & BREAKDOWN / STORAGE

- **We have an hour window on each end of market for load-in/load-out Please breakdown in (1) hour!**
- Setup Hour: please give yourself travel/parking time & don't be tardy. We need to be ready when gates open!
- Need help from your car? Let us know. Also happy to walk people back to their car at night just ask us!

Best parking is around Washington Square Park or the neighborhood above Chartres Street.

Section 4 continued:

For the market you need: a chair!! S hooks or clips to hang art, lights for the night market (clamp lights, table lamps & xmas lights allowed) Surge protector, extension cord, bags? Square reader... these are all things we have a few of (but not enough for everyone every night) so....

~ Please email if you have questions about what you can borrow or need to bring out! ~

STORAGE:

****NOTE:** we are an outdoor space but do offer overnight storage for artists showing **on consecutive nights**.

To Store On Site:

- Artists MAY NOT STORE ARTWORK or JEWELRY on site anymore due to robbery of our overhead lights twice...so to be safe
- ARTISTS CAN STORE: tables folded up, chairs, lights & random setup gear.
- Must be approved in advance by staff
- **Artists store on site, outdoors, at their own risk & AG assumes no liability.**



Section 5:

ADVERTISING and MARKETING

Artist/Exhibitor grants permission for Art Garden, dba The Art Garden, LLC, to reproduce his/her name or company name, information describing his/her work, photos or representations of the work for the purpose of promotion and publicity of the artist and the Art Garden on social media, in press releases, advertising fliers and on our website.

We seek to promote our artists every way we can to help artists expand their customer base and social media presence. Any restrictions you have for us in regards to images of you or your work on instagram etc..

Please email us at: [artgardennola@gmail](mailto:artgardennola@gmail.com) and we will honor any limitations to advertising/promotion.

Section 6:

WEATHER POLICY & CANCELLATIONS:

As an outdoor space we will actively check weather and then alert all artists of any setup delay or cancellation via both TEXT & a WEATHER EMAIL a few hours before the market SAME DAY.

- Look for communication by 2-3pm on the market day as weather changes so fast here.
- Make sure we have your ASSISTANT's cell phone & best email!
- Bring TARPS in case of misty, foggy, surprise rain, or surprise inclement weather.
- Art Garden provides a 6'ft umbrella to each artist.

*****Exhibitors will receive CREDIT for any completely cancelled "rain out" day or night markets Credits can be used for future booking. NO cash refunds.*****

This ensures business stability for all artists.

Financial hardship exceptions to be communicated to us at the time via email. Thank you!!

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Section 7:

INSURANCE and EXHIBITOR PROPERTY

- The Art Garden provides liability insurance for our safety and our exhibitors.
- Exhibitors shall be solely and exclusively responsible to insure their own artwork & personal property.
- Art Garden will always provide occupancy control and Security on busy nights to ensure a safe workplace.

Art Garden is an EOE and does not discriminate based on race, creed, ethnicity, gender, LGBTQ+, BIPOC, religion, gender identity, handicapable or otherly abled peoples.



Section 8:

ASSIGNMENT and WAIVER

Assignment: Neither Party shall assign to transfer any of its rights or obligations under this Agreement and any attempt to do so shall be void and of no effect.

******The Art Garden will not book artists who do not sign & return our guidelines & Covid-19 form.**

****Vendors must be 21 yrs old to sell at the night market.**

Thank you!

Artist/Exhibitor (Please Print Full Name): _____

Artist/Exhibitor Company Name or DBA Name: _____

Signature: _____

Date: _____

Art Garden, dba The Art Garden, LLC

Owner: Robert A. Ritcey, Jr

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July 1st, 2021

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