

Flying Monkey Arts • Artist Market Guidelines

- ARTIST MARKET HOURS are 10:00 AM to 4:00 PM [see below for load in times].
- The set-up fee is still \$5 and is payable to the load-in coordinator on the elevator. Fees differ for special events and holidays.
- You'll be brought up in order of arrival. Do not break line.
- Check in with Cheryl in Karma Rags or Jana in Cr8tive Sistas BEFORE you set up. Available space changes from week to week.
- Please donate a share of your profits to The FlyMo. 5% is a good starting place. Cheryl in Karma Rags takes your donations.
- Vendors are responsible for their own taxes and licensing.
- If you are new to vending please do a mock set up at home before you come to market in order to work out any problems.
- You will not have access to power. Please plan accordingly by charging any devices you need to transact business.
- Artists may only show their own work in their chosen area. No flea market or yard sale items.
- No food items for sale unless you provide proof of your Food Safety Certification course.
- We are not a *hard sell* venue. Do not engage patrons in such a manner at any time. If you need clarification, please ask.
- No tarot or other card reading unless you are offering some kind of related art work. No computer readings.
- Attention Jewelry makers! Artist market permits 4 assemblage jewelers and 4 fine art jewelers. Jewelry assemblage is comprised of pre-made purchased components that are then assembled. Fine art jewelers fabricate all or a portion of their components before assemblage. We're sorry if you're inconvenienced, it's not personal.
- Artists are required to present only one genre of work. i.e. if you are a fiber artist who also makes jewelry that jewelry must have a fiber component.
- Load-in begins at 9:00AM and ends at 9:45 sharp on a first come/first served basis. You should arrive no later than 8:45. Load in is at the back dock, water tower parking lot. This is a strict load-in time. Artists must be set up by 10AM. If your set up is complicated, then come earlier. If you arrive later than 9:30 you will not be able to set up for that day. No exceptions.
- Please limit what you bring in to those items that will fit in your 6 foot set-up area. Store extra work in your vehicle.
- Unload at the south ramp, then immediately move your vehicle to an outer lot. Blocking the ramp delays load-ins and load-outs.
- Visiting artists must park in the outer parking lots, unless you require designated handicapped parking and have a valid permit. We will not begin load in until EVERYONE'S car is parked appropriately.
- The cargo elevator has a designated operator and is used for load-in and load-out. Do not bring your items up the stairs.
- Visiting artists may not begin packing, break-down or load out until EXACTLY 4 PM. This means do not begin to clear your table or display, or pack up in any way until exactly 4 PM or you will not be allowed to set up at Artist Market again. Load-outs should be completed by 4:45. If you know you can't stay until 4 then please come on another Saturday when you can.
- Please keep in mind Flying Monkey Arts and Lowe Mill are still open during load out. Be courteous to patrons and your hosts by not blocking studio entrances or the fire lane.
- The maximum table length is 6 ft, no exceptions. Artists with work to hang will need to bring their own FREE STANDING display panels, 6 foot or less. If you have a table and panels you will still only be allowed a total of 6 feet. Tell Cheryl or Jana if you have upright displays before a space is selected. Your space may be measured for compliance.
- Visiting artists may only use one 6 foot table/space to exhibit their work. No L-shaped set-ups permitted. Two artists with smaller or fewer works may share. Respect your fellow artists and hosts by keeping your materials contained to your assigned space.
- Always keep the fire lane clear and uncluttered during load-in, set up, load-out and during the market.
- Some hallway areas are reserved for renters or long standing visiting artists.
- Cheryl in Karma Rags can answer most questions and provide some basic supplies, like scissors and tape.
- Acoustic only performers may busk and sell C.D.'s during artist market. Cheryl or Anna Sue will assign you a space. Acoustic performers are subject to the \$5 set-up fee and all guidelines.
- All scented items, like candles and soaps, must be tightly wrapped/contained. Samples must be wrapped when not in use.
- Exhibiting at other FlyMo events is by invitation or jury only.
- The FlyMo staff reserves the right to move or turn away visiting artists as seen fit.
- No political or religious tabling by visiting artists. Views expressed by renters are permitted in their rented space.
- Please dispose of your trash and recycling, and leave the space you occupied at least as clean as you found it.
- All people under 14 MUST be supervised by a responsible adult AT ALL TIMES during artist markets.
- Pets must be leashed and under your control at all times. No exceptions. Some spaces may not allow pets. Pets are not permitted in the FlyMo theatre. You MUST clean up after your pet whenever you are on Lowe Mill grounds.
- Lowe Mill is an old industrial building with potential hazards. Please be careful.
- Criminal or threatening behaviors are not acceptable and will be reported to the authorities.

Contact Information: Cheryl Carlson/Karma Rags -Market Coordinator 256-468-5319
Anna Sue Courtney/Squeaking Tribe Puppets -FlyMo House Manager

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