

# MADE IN TUCSON MARKET ~ DECEMBER 1, 2019 LOCAL ARTIST BOOTH APPLICATION



The mission of the Made in Tucson Market is to support the Tucson artist community by creating a space for Tucsonans to meet local artists, learn about their processes, and have an opportunity to purchase their work. All artists included in the Market must be Tucson residents and make their goods locally. The Market will be inclusive, showcasing a variety of people who make their goods here in the Old Pueblo.

As many of you already know, we have created a coalition of merchants, neighborhoods, and stakeholders, called the Historic Fourth Avenue Coalition (HFAC). One of the goals of HFAC, is to strengthen 4<sup>th</sup> Avenue, through events and the arts. We would be thankful if you would consider HFAC's Art Fund for your 10% tax deductible donation.

## WHAT MUST I DO TO PARTICIPATE IN THE MADE IN TUCSON MARKET

You must fill out the form below and submit an online portfolio. This can be your website, your professional Facebook page or Instagram account, or your Etsy page. It should be representative of the work you plan to sell at the market. We do not accept personal Facebook or Instagram pages.

We consider the quality and originality of items being sold when deciding which Artists will participate. If you would like your images used to promote the event, please send individual files of your work.

## IMPORTANT REQUIREMENTS FOR THE MARKET

### Rules/Regulations

The following rules and regulations have been established by the North Fourth Avenue Merchants Association (FAMA) to ensure quality, integrity of process, presentation and patron's experience:

- Artists must be present at the event to represent and sell their handcrafted work.
- Artists must live and sell in Tucson.

**North Fourth Avenue Merchants Association, Inc.**  
434 East Ninth Street ~ Tucson, Arizona 85705-8580  
(520) 624-5004 Office ~ (520) 624-5933 Fax  
[www.FourthAvenue.org](http://www.FourthAvenue.org)

- All artists represented on the entry form must personally attend the exhibit and must be present during the entire Made in Tucson Market and exhibit hours posted for the public.
- All work must be represented by the original artist, including commercial reproductions of artwork (limited edition signed works are allowed).
- We encourage artists to show your process during the Market.
- The artist is responsible for proper insurance and protection of their products and set-up/display/tent. The Made in Tucson Market is not responsible for any damage to an artist's property due to weather, unrelated incidents or acts of God.
- All artists are expected to comply with all Made in Tucson Market and government regulations and respect artistry standards. The North Fourth Avenue Merchants Association reserves the right and responsibility to ensure compliance of all regulations. Failure to comply and cooperate with FAMA Staff will result in the exhibitor's removal from the show with no refund and exhibitor's ability to exhibit in future shows revoked.
- All artists must have a current business license and Municipal Tax License issued by the City of Tucson and Transaction Privilege Tax License issued by the State of Arizona.
- This is a rain or shine event. The Market opens at 10:00 a.m. and ends at 5:00pm. No refunds will be issued for inclement weather.
- The Applicant agrees that images and artist information may be used by the North Fourth Avenue Merchants Association and the Made in Tucson Market for promotional purposes.
- The FAMA Events Director is the final arbiter of all Made in Tucson Market rules and all their decisions are final.

**Please note there is no electric power available for the Made in Tucson Market**

**Important Dates:**

**Applications open August 12-through September 27, 2019**

**Jury October 1-4, 2019**

**Artist Notification October 5, 2019**

**Artists Meet and Greet – September 18, 2019**

**Last day to cancel for refund November 1, 2019**

**Made in Tucson Market is December 1, 2019, from 10:00 a.m. to 5:00pm**

**The applicant is responsible for reading and understanding all information on this form. Please contact FAMA at (520) 624-5004 or [events@fourthavenue.org](mailto:events@fourthavenue.org) with any questions prior to signing this form.**

# MADE IN TUCSON MARKET APPLICATION

**Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Portfolio:** Please provide us with a link to your website/Instagram/Facebook/Etsy or other online portfolio. Please DO NOT send your personal Instagram/Facebook page. If you would like FAMA to use your images to promote the event on social media, please attach three (3) photos of your process and/or art.

**Links:** \_\_\_\_\_

<b>Product Description:</b>	
	<b>Total Cost</b>
<b>10' x 10' Booth Space (Limited spaces available)</b>	<b>\$150</b>
<b>6' Table Community Space (Limited spaces available)</b>	<b>\$100</b>
<b>Street Fair and Community Event License Included</b>	
<b>TOTAL for Complete Space</b>	

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## **ACKNOWLEDGEMENTS**

I hereby release the North Fourth Avenue Merchants Association, Inc. (FAMA) from all liability because of personal injury, loss, or property damage caused by theft, fire, public catastrophe, act of God or other causes. I agree to indemnify FAMA if it suffers any loss or damage because of any act on the part of the applicant or their agents. I acknowledge that I have received, read and understand the Event Rules and Regulations and agree to abide by all rules, regulations and requirements of FAMA. I understand FAMA, at its sole discretion, may prohibit the conduct of any activity whatsoever, which it deems detrimental or not in the best interest of the event. I understand there are no refunds after October 31, 2019. Enclose a check, cashier's check or money order payable to "FAMA" for all fees. All checks will be cashed upon receipt. All returned checks are subject to a \$35 charge.

## **Government Regulations -Sales Tax License/Permits**

The Arizona Department of Revenue (ADOR) and the City of Tucson Revenue Division require contact information for everyone participating in the event, including artists, food vendors and sponsors. All participants are required to fulfill their legal, statutory obligations and will be contacted by the state and city for filing procedures and payment of all sales taxes and fees. Please be aware, there are different license requirements for the City of Tucson and State of Arizona.

### **"Street Fair and Community Special Event License"**

This fee is included in the space fee and is required for each event. The physical license is included in the registration packet at check-in and needs to be displayed in your booth.

### **City of Tucson Municipal Tax License**

This is an annual fee of \$20 in addition to the "Street Fair and Community Special Event License" and is not included in the Booth fee. It is good for one calendar year and is not prorated. It is good from January 1 to December 31. It is collected by the Arizona Department of Revenue (ADOR) on their TPT Return.

Participants who already have an Arizona TPT must add Tucson (TU) as a location in the City Column of the TPT return and pay the annual \$20 fee and any collected city taxes when submitting their return.

All state and city taxes are reported and paid using one of the state's TPT returns. Taxpayers can use the TPT-EZ if they have only one location but must file the TPT-2 online at [AZTaxes.gov/Home](http://AZTaxes.gov/Home) if they have multiple locations.

**Arizona Transaction Privilege Tax (TPT) License**

If you already have an Arizona TPT license, you need to make sure and follow all rules for renewal and collection. All fees and taxes are collected by AZDOR and are not included in the booth fee.

It is recommended participants register for their tax license prior to the event.

Please be aware, the final responsibility for the license and collecting/paying tax on sales is on the participant. The State of Arizona Sales Tax is 6.1%. The City of Tucson Sales Tax is 2.5%.

**Artists Images**

The Applicant agrees that images and artist information may be used by the North Fourth Avenue Merchants Association and the Made in Tucson Market for promotional purposes.

Artist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PAY BY CHECK: Make checks payable to FAMA  
Mail or deliver signed Vendor Application and check to:  
Fourth Avenue Merchants Association, 434 E.9<sup>th</sup> Street, Tucson AZ 85705  
AND email the form directly to [monique@fourthavenue.org](mailto:monique@fourthavenue.org)  
QUESTIONS? Please call Monique Vallery at (520) 624-5004 or  
Jeik Williams at (520) 907-9309

~~~~~For Office Use Only~~~~~

Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_ \$ \_\_\_\_\_