

Downtown Crossing Holiday Market

Summer Street

Downtown Crossing



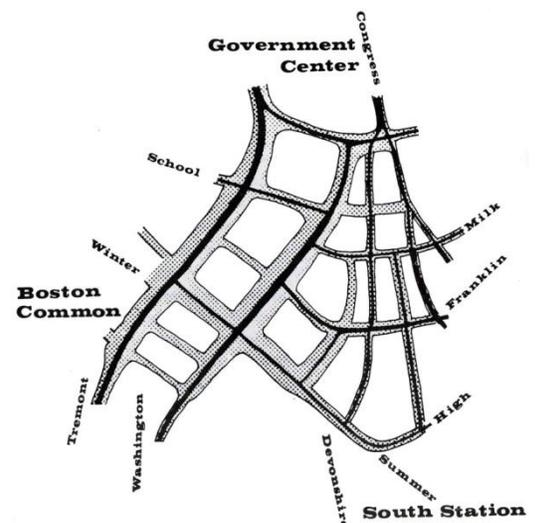
Boston Redevelopment Authority and Downtown Crossing Partnership invite you to apply to participate in the **First Annual Downtown Crossing Holiday Market**.

Saturday, November 28th - Wednesday, December 30th, 2009.

Building on the success of the *Art Fridays* on-street art market in Downtown Crossing, we are proud to announce the opportunity for artists to sell their work during the holidays. In the tradition of European holiday markets, artists will be given the opportunity to apply to rent space in a festive holiday-themed art show tent. With the highest pedestrian volumes in Boston, the Downtown Crossing Holiday Market will provide an ideal base for expanding your seasonal sales by directly targeting 230,000 daily pedestrians & holiday shoppers!

- Downtown Office Workers: 100,000 people daily
- Public transportation commuters: 160,000 people daily
- Downtown Crossing Residents: 6,000

Downtown Crossing has the highest daily pedestrian traffic in New England!!!



The **Downtown Crossing Holiday Market** will be located outside on Summer Street (between Washington & Hawley Streets). Please be aware that there will no electricity or heat available in the tent but the tent will be lit and festively decorated. All artwork must be original and handmade by you or your studio. No mass produced or imported goods are allowed. We are looking for paintings, watercolors, handcrafted clay, blown glass, stain glass, handcrafted Christmas ornaments/other holiday items, Judaic, wood, furniture, photography, wearables, kid's clothing, metal, handcrafted toys, dog and cat items, silver, metal, gold and beaded jewelry and a limited amount of specialty food items.

Application Process:

Deadline for submissions is **Wednesday, November 11th**. Applications will be juried on a rolling basis as they are received. The number of artists in each media category will be limited. 28 spaces in total will be available for each week. Please send submissions to marketing.bra@cityofgboston.gov mail to: Boston Redevelopment Authority, Boston City Hall, 9th floor, Boston MA 02201 Attn: Marketing. Questions, please call Kristin Phelan 617.918.4443

Rules & Regulations

Hours of Operation:

You or a member of your staff must be present for the entire event. 11am-7pm (Monday-Saturday) and 12 noon-6pm (Sunday).

Booth Displays

Artists are responsible for their own display materials. No pop-up tents are allowed inside the tent. All display materials are the responsibility of the individual vendors. The spaces will be pre-marked by our staff and the parameters must be adhered to. There will be one space only per artist.

Fire & Safety

Fire Safety: Vendors are to offer for sale finished products. No live demonstrations of your art processes. Vendor's booths shall have NO ceilings, NO supplemental power or heating appliances. NO open flame for decorative or display purposes shall be permitted. NO flammable liquids and NO materials that are known to spontaneously combust, such as bales of hay, garland, wreaths, straw, etc. All seasonal displays must be artificial. Vendor furnishings, decorations, or other objects shall not be placed as to obstruct the view or use of an EXIT, EXIT ACCESS, or EXIT DISCHARGE.

Parking

Discounted parking will be available for \$10 at the Pi Alley garage on Washington Street a few blocks away or public transportation is easily accessible. There will be a staff member present to watch artwork during unloading and booth sitting for a break if you are alone.

Security

Paid Security will be provided after the show closes from 7pm-9am. Although the tent will be secured, if you have jewelry or other valued items, it is recommended that you remove it each night. You are responsible for the security of your own booth and should have adequate insurance to cover potential losses. The Downtown Crossing Holiday Market is NOT responsible for loss, damage or theft during and after the show closes.

Payment & Booth Information:

Booth Size

Booth size is approximately 7'-6" x 8'

Booth Rentals

Booth rental runs from Saturday AM – Friday PM of each week. Tents will be rented on a weekly basis. 50 % of payment must be paid at signing and the remainder of payment is due 2 weeks prior to your week. No refunds will be allowed. Cash or certified check will be accepted.

Weekly Prices

Week 1: November 28th-December 4th \$275/wk

Week 2: December 5th-December 11th \$290/wk

Week 3: December 12th-December 18th \$390/wk

Week 4: December 19th-December 24th \$390/wk

Week 5: December 26th-December 30th \$225/wk

(There will be a 10% discount if you sign up for 3 weeks.)

Marketing & Advertising

The weekly cost covers the tent, security after the show, graphics, a web site, interior lighting, marketing, and promotions. There will be music and daily performers on Summer Street at a designated stage across from the tents. In addition, Santa will be there every day! We will be advertising in local papers, online and hosting events in the tent to promote the holiday market.

Massachusetts Sales Tax

Massachusetts Sales Tax: Tax ID Numbers are REQUIRED in Massachusetts. All Exhibitors must be in compliance with State & Federal Tax Laws and display Tax ID Certificate in booth. This is required for both in state and out of state vendors. If you do not have a Tax ID certificate, you can obtain one online in a few minutes at no cost. Go to this web site for information:

<https://wfb.dor.state.ma.us/webfile/Business/Public/WebForms/Registration/Register.aspx>



Holiday Market Application

Name:

Address:

Phone:

Email:

Medium:

Website:

*If you do not have a website, please email 4-5 photos of your artwork

Please circle the weeks that you would like to participate:

November 28th -December 4th \$275 per week

December 5th- December 11th \$290 per week

December 12th-December 18th \$390 per week

December 19th-December 24th \$390 per week

December 26th-December 30th \$225 per week

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50% of payment is due upon acceptance & additional 50% is due 2 weeks before you start. Checks can be made payable to the Downtown Crossing Partnership.