

# BOSLEY ARTIST MARKET

Saturday, November 16, 2024, 11 a.m. – 5 p.m.  
Suffolk Art Gallery, 118 Bosley Ave., Suffolk, VA

## VENDOR APPLICATION

The Bosley Artist's Market will showcase area artisans, artists, and fine crafters that offer unique items appropriate for gift-giving, home and personal enhancement. The deadline to submit application is **October 1, 2024**.

Vendor's Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Vendor Website/Social Media Pages (if available): \_\_\_\_\_

\_\_\_\_\_

List mediums of work entered: \_\_\_\_\_

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Will your display be taller than 50"? Yes or No Please circle one)

Provide two images of work to be displayed (these may be used in promotions), and send them to [suffolkartleague.education@gmail.com](mailto:suffolkartleague.education@gmail.com).

- Vendor Fee: \$50.00 per space (space size is approximately 6' x 6')
- Vendor Fee: \$55.00 per space (space size is approximately 8' x 6')
- 6' tables can be reserved at \$10 per table. No. of tables requested: \_\_\_\_\_

I agree to comply with the Bosley Artist Market rules and standards. By submitting this application, I commit to show if accepted. No refunds will be made for cancellations. This application shall also be deemed as a release of the Suffolk Art League and Suffolk Art Gallery for any damage or loss to person or property.

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Signature

Date

# Bosley Artist Market

## Application and Acceptance:

1. Completing an application does not guarantee acceptance. Do not send in the vendor fee with your application.
2. Two artists may share a space. All artists must be listed on the application and each artist must submit 2 images of their work.
3. An acceptance letter will be sent via e-mail stating that you are accepted and asking for your Vendor Fee with instructions.
4. Vendors are responsible for remitting any sales tax required by law.

## Event Set-up:

1. Vendor will be provided a 6' x 6' or 8' x 6' space, as requested on the application. These will be assigned on a first-come basis. Except for requested tables, the vendor must provide all display items necessary for their booth. All tables must be covered/draped to the floor in the front.
2. Vendors can begin setting up their booth at 8:00 a.m. Vendors should unload their vehicles as quickly as possible and move to allow other vendors space to do the same. All vendor vehicles must be moved out of Gallery parking by 10 a.m. Booths should be set up by 10:30 a.m. Vendors must maintain their booth and surrounding area neatly and professionally concerning appearance.
3. Vendors will be inside the Suffolk Art Gallery and, as such should not bring items that might damage flooring or walls. Vendors will be responsible for any damage to the facility as a result of their display.
4. Event staff reserves the right to review all displays throughout the event to ensure all regulations are being followed and to refuse any items considered unsuitable or inappropriate.
5. Vendor must preside over their booth. No early shutdowns or late arrivals are permitted unless cleared by event staff.
6. Subletting of vendor space is prohibited.
7. Vendor understands that if the event is canceled due to inclement or hazardous weather, no refunds will be issued. If the event is not canceled, but the vendor chooses not to show, no refund will be issued.
8. We will not accept Multi-Level Marketing vendors.

## Waiver of Liability and Hold Harmless Agreement

In consideration for receiving permission to participate in Bosley Artist Market, the Vendor hereby releases, waives, discharges and covenants not to sue the Suffolk Art League, Suffolk Art Gallery/Suffolk Parks & Recreation, its agents, employees, or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor, or any of the property belonging to the Vendor whether caused by the negligence of the Vendor / Releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the Bosley Artist Market, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of Vendor / Releasees or otherwise.

I further hereby agree to indemnify and hold harmless the Suffolk Art League, Suffolk Art Gallery/Suffolk Parks & Recreation, its agents, representatives, employees, and officers from any loss, liability, damage, or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor / Releasees or otherwise.

I understand that the Suffolk Art League does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge, and covenant not to sue the above-named Vendor / Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with laws of the Commonwealth of Virginia and City of Suffolk ordinances.

In signing this agreement, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

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Date

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Printed Name

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Signature of Vendor