



FIRST FRIDAY
DOWNTOWN GREENVILLE
AUGUST 3RD • 6-9 PM

Vendor/Artisan Registration Form

Company, Organization, Individual Name: _____

Primary Contact Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Email address: _____

***Electricity outlet requested: Yes/No (please circle)
We highly suggest bringing some type of lighting to show your products.

Describe in detail what your art is that you will be displaying, selling or demonstrating and how much space you will be in need of for us to determine the best location for you to be set up at the event. Provide a photo if available of your product and or booth setup.

If you already have a downtown Greenville Merchant partnering with you please let us know who that merchant is. (Partnership means that the merchant has given permission for you specifically to set up in front of their business on the sidewalk or inside their business). A registration fee is still required.

Merchant Name and Address: List if you plan to set up inside or outside the business.

Application and Event Details

The registration fee for artists/vendors is \$20.00. Please enclose payment in the form of cash or a check and send in with your application form.

In an effort to maintain the focus of this event on highlighting the local art community, non-profits and organizations whose missions are not related to promoting the arts will not be permitted to set up at this event. All non-profit organizations are encouraged to participate in the June First Friday: Volunteer Fair event. Eligible (arts focused) non-profit organizations will be reduced to a \$10.00 fee and determined by the event organizers if they qualify for this event.

Mail application form to the Committee Chairperson: Susan Fowble, 5965 Willis Rd. Greenville, OH 45331, Contact Phone number: 937-548-1414.

Application forms and/or registration payment can also be given to any of the following committee members: Patti Jetter, Mary Saintignon, Nancy Person, Kim Murray, Fran Brubaker, or Deb Niekamp.

Artisan Stroll Event Guidelines

Vendor application is DUE by **July 20th, 2018**. *We are requesting your application by this date to be included in any promotions of the event.* You will be notified that your application has been accepted. If you wish to find your own merchant to partner with, please do so before you submit your application form and list your partner on the application form. We will accept applications after **July 20th**, but they may not be included in promotions of the event. All applications **MUST** be received by Main Street Greenville by **Friday, July 27th**.

The committee appreciates your application and your commitment to participate in this event. We are counting on your participation for the success of the event.

This event will be held rain or shine. The event will be cancelled in the event of pouring rain or other inclement weather. To check on the status of the event, please visit Main Street Greenville's Facebook site or call 937-548-4998 for a recorded announcement before you head to downtown Greenville on August 3rd.

Set-up fee

- Vendors/Artisans are to pay a registration fee of \$20.00 per space. This fee applies to vendors/ artisans setting up inside merchant locations as well. This fee is non-refundable and accepted as a donation to Main Street Greenville.
- Eligible (arts focused) non-profit organizations will be reduced to a \$10.00 fee and determined by the event organizers if they qualify for this event. The fee is non-refundable and accepted as a donation to Main Street Greenville.
- Local Music Entertainers wanting to perform at this event are welcome to come with no charge but are required to complete a registration form to be approved and assigned a location.
- All Vendors/Artisans/Musicians must register through a committee member or the Main Street Greenville office and not through a downtown merchant.

Displays

- Anything being sold must be handcrafted or re-purposed. No part of your item can be manufactured.
- Tents are permitted for your display but need to be weighted down and secure. No larger than 10' x 10'.
- You must leave 5 feet of walking space in front of your set-up for pedestrians.
- **Please see included diagram for vendor space requirements.**

- All displays will be free standing (no taping or attaching displays to buildings, poles or windows)
- Do not block access to building, sidewalk ramps or block directional street signs.
- Low items that could trip the public are not allowed. Extension cords must be securely placed with duct tape and meet fire codes.
- Vendor agrees to leave their space free of trash at the end of the event.
- We highly suggest bringing some type of lighting to show your products. Street lights are provided but only give ambient light.

Sound

- Electric service is not guaranteed in all locations and will be subject to availability. Amplified music must be pre-authorized by the event organizers.

Safety

- Displays should not have high stacked items that can fall, items displayed low that can be tripped over or extremely sharp items that poses a danger to the public.
- No loose wires are permitted. Please secure loose wires.

Business Conduct

- Vendor agrees to truthfully represent their merchandise to the buyers and conduct business with the highest of ethical standards.
- Vendor agrees to be courteous as they represent the City of Greenville.
- Swearing, vulgarity and crass behavior will not be tolerated. You will be asked to leave.
- No alcohol or illegal drugs permitted at the event.
- Set up time will be any time after 5:00 PM. Event starts at 6:00 PM and ends at 9:00 PM.

Miscellaneous

- Reselling your assigned space is not permitted.
- In the event of double booking or any booking problems, the vendors agree to follow the resolution devised by the Main Street Greenville organizers.
- Vendors are responsible for loss and /or liabilities of their merchandise. Vendors will indemnify Main Street Greenville against loss or damages of persons or properties.
- Main Street Greenville reserves the right to photograph any persons or property for any reasons whatsoever deemed necessary. These photos may be used for marketing purposes to promote future events or fundraising purposes of the organization.
- Artists /Vendors under 18 years of age must have the signature of a parent or legal guardian to exhibit merchandise.
- No refunds will be given once permit is issued rain or shine. Vendor will only be charged if application is approved and certificate is issued.
- No political solicitation during the event.

Registration fees for this event are donated to the Main Street Greenville organization to help fund future events and the revitalization of our downtown.

About First Fridays: Each month from March–December downtown Greenville merchants celebrate the first Friday by staying open late and having activities for visitors and community members to enjoy. This brings an evening social atmosphere back to the downtown making downtown the place to be. The Artisan Stroll event will highlight talented artisans, crafters, and growers in the downtown setting. This venue allows for meandering and networking among businesses and customers. The event is marketed in downtown businesses, newspapers, radio, Facebook. Twitter, website and of course word of mouth.

About Main Street Greenville: A non-profit organization committed to stimulating and supporting revitalization efforts, historic preservation and economic growth in historic downtown Greenville. The organization strives to create a program of work that serves and assists the business district with education, design & technical assistance, activities & events, promotion & image branding, beautifications and streetscape improvements along with other business resource needs.

Sidewalk Clearance Requirements

