



## Downtown Boston Arts & Crafts Market 2017

### Vendor Application

We are pleased to announce that we are continuing and expanding the Downtown Boston Arts & Crafts Market program for 2017. We will be operating in Readers Park/ Irish Famine Memorial in the BID at the corner of Washington and School streets. The market will operate on Wednesdays and Fridays from May 17th through September 29th.

This packet includes information about the market, participation criteria, cost and regulations. To be considered for participation, please return the enclosed application form to the Downtown Boston BID as soon as possible.

### Merchandise Categories

All artwork, crafts and food offerings **must be original and handmade** by you or your studio or enterprise. No mass produced goods are allowed.

The Downtown Boston Arts & Crafts Market accepts arts and crafts in these categories:

Fiber arts  
Fine art (paintings, photography, sculpture)  
Christmas ornaments and holiday items  
Judaica  
Blown glass  
Stained glass  
Clay/ceramics  
Metal  
Wood furniture

Clothing NS accessories  
Children's clothing and toys  
Items for pets  
Jewelry  
Artisan foods (for e.g., preserves, baked goods, honey, candy)  
Personal products (soaps and fragrances)  
Home décor (candles, pillows)

### About the Summer Markets and Downtown Crossing

The Downtown Boston Arts & Crafts Market is an opportunity for artists, artisans, farmers, and food vendors to sell their wares during the summer in Downtown Crossing. This area experiences the densest pedestrian traffic in the New England—over 100,000 daily pedestrians, office workers, residents and tourists!

## About the Market

Working closely with the property owners of several locations in downtown, the arts & crafts market has been approved at the Readers Park Location. There will as many as 9 vendors in the park.

Each vendor will have a 10 x10 deep space to set up a WHITE pop up tent. Electricity is NOT available at the location.

## Application Process

Please email applications to [markets@bostonbid.org](mailto:markets@bostonbid.org) or mail to: 101 Arch Street, Suite 160, Boston, MA 02110.

## Rules & Regulations

### Hours of Operation

You or a member of your staff must be present at the Market for the entire period or periods for which you are set up; **10 am to 6 pm**. The markets are outdoors and therefore, weather permitting. Should you need to cancel for ANY reason, please contact the BID as soon as possible so we can fill your space.

### Fire & Safety

The Downtown Boston Arts & Crafts Market and its participants must comply with applicable public safety regulations. Vendors are to offer finished products for sale. Vendors must provide their own white 10 x10 tents, NO supplemental power is available. 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, straw, etc., are permitted.

### Security

Vendors are responsible for the security of their own tents and should have adequate insurance to cover potential losses. The Downtown Boston BID is NOT responsible for loss, damage or theft before, during or after the market.

### Space

Vendors must provide their own 10x10 white tents. Vendors are responsible for keeping the space free from debris and trash. The BID reserves the right to limit vendors to a location. All tables must be skirted with a tablecloth and extra merchandise must be stored out of sight in plastic tubs or crates. To promote a clean and hospitable environment, vendors must clean their spaces and the area around their spaces on a continual basis.

## **Massachusetts Sales Tax**

All vendors—both Massachusetts-based and out-of-state vendors—must comply with state and federal tax laws and display their Tax ID Certificate in the booth.

Tax ID Numbers are REQUIRED in Massachusetts. If you do not have a Tax ID certificate, you can obtain one online very conveniently and at no cost.

Visit <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

## **Marketing, Advertising, and other BID Services**

The daily rental fee of \$40.00 covers marketing and promotion by the BID. We will have a staff person available during the market to assist should you require a few minutes of coverage during the market.

## **Parking**

Discounted parking will be available for \$15 per day at the Post Office Square Garage on Congress Street a few blocks away.

## **Insurance Requirements**

The Vendor must maintain the following limits of insurance coverage:

- a. Comprehensive General Liability - \$1,000,000 / \$2,000,000 combined single limit covering claims for bodily injury and property damage including, but not limited to, the following:
  - Premises and operations
  - Broad form property damage
  - Broad form contractual liability
  - Personal injury

The Vendor must furnish Landlord with certificates of insurance evidencing the above coverage.

The certificates of insurance must name Landlord as additional insured. This MUST appear on the certificate.

Policies must contain Waiver of Subrogation rights, which the Vendor's insurance company may have against the additionally insured company.

## **Hold Harmless Agreement**

The Vendor hereby assumes entire responsibility and liability for any and all damage or injury for any kind of nature whatever (including death resulting therefrom) to all persons, whether employees or otherwise, and to all property caused by, resulting from, arising out of, or occurring in connection with the use of said occupancy while under Vendor's control or resulting from the condition of said entry and occupancy, equipment, or the ways, works or machinery. Should any claims for such damages be made or injury

(including death resulting therefrom) be made or asserted, whether or not such claims are based on Landlord alleged active or passive negligence or participation in the wrong or upon any alleged breach of any statutory duty or obligation on the part of the Landlord, the Vendor agrees to indemnify and save harmless the Landlord, its officers, agents, servants, and employees from and against any and all such claims, and further from any and against any and all loss, cost, expense, claims, liability, damage or injury, including legal fees and disbursements, that Landlord, its officers, agents, servants, and employees may directly or indirectly sustain, suffer or incur as a result thereof. Vendor agrees and does hereby assume, on behalf of Landlord, its officers, agents, servants, and employees, the defense of any action at law or in equity which may be brought against Landlord, its officers, agents, servants, and employees upon or by reason of such claims and to pay on behalf of Landlord, its officers, agents, servants, and employees upon its demand the amount of any judgments that may be entered upon Landlord, its officers, agents, servants, and employees in any such action.



## 2017 Arts & Crafts Market Vendor Application

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website\* \_\_\_\_\_

\*If you do not have a website, please email 4-5 high resolution photos of your artwork to [markets@bostonbid.org](mailto:markets@bostonbid.org).

Insurance Certificate (please attach a current copy or email C.O.I. to [markets@bostonbid.org](mailto:markets@bostonbid.org)).

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Please circle or check the dates and days that you would like to participate in:

	Wednesday	Friday
May	17, 24, 31	19, 26
June	7, 14, 21, 28	2, 9, 16, 23, 30
July	5, 12, 19, 26	7, 14, 21, 28
August	2, 9, 16, 23, 30	4, 11, 18, 25
September	6, 13, 20, 27	1, 8, 15, 22, 29

Applications will be juried on a rolling basis as they are received. Please email submissions to [markets@bostonbid.org](mailto:markets@bostonbid.org) or mail to:

Downtown Boston Business Improvement District  
101 Arch Street, Suite 160  
Boston, MA 02110  
Attn: Kristen Flanagan

Checks should be made payable to the **Downtown Boston Business Improvement District**.