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Welcome to the 53rd Annual Spring Tennessee Craft Fair!

Welcome Emerging Makers and Mentors!

Tennessee Craft's staff, Governing Board, and fair committee are pleased to have you participating in our Emerging Makers Tent!

Through the Emerging Makers Tent, Tennessee Craft provides an opportunity for the growth of our member artists while enhancing the marketplace of our craft fair. This tent provides an exclusive opportunity for members to showcase their work in a setting that is positive and practical. Offering this outlet to emerging artists with guidance from craft fair veterans works toward our mission of continuing and creating Tennessee's treasured craft traditions.

Thanks to your involvement, you are a part of that good work!

The information found in your packet will provide an outline of what to expect for fair weekend. Included, please find:

- Fair Information Sheet
- "Survival Tips"
- Emerging Makers Award Descriptions
- Guidelines and Liability Information
- Post-fair Accounting Procedures

The Emerging Makers Tent Layout will come to you separately. [Exhibitor](#) and [load-in/parking](#) maps are available in online [Fair Prep for Invited Artists](#). The updated public information including artist list will be available at: www.tennesseecraft.org/springfair.

A parking pass and parking map will be given to you at load-in on Thursday, May 2.

I will be available throughout the fair weekend via cell phone at **(989) 798-4676** should you have questions or concerns. Best wishes for an excellent show!

Sincerely,
Todd



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FAIR INFORMATION SHEET

Public Fair Hours

10 am – 6 pm Friday, May 3
10 am – 6 pm Saturday, May 4
10 am – 5 pm Sunday, May 5

NO VEHICLES OF ANY KIND ALLOWED ON THE GRASS. Everything must be dollied in to the fair layout. No staking of any kind. Everything must be weighted.

Setup

Thursday, May 2, BEGINNING at 9 am. It is best to load everything out of your vehicle, move and park, and then set up your display.

It is preferable that every artist set up on Thursday. If this is your FIRST TIME exhibiting in the Emerging Makers Tent, you must load-in and perform setup on Thursday. Only those who have previously exhibited in the Emerging Makers Tent may set up on Friday morning. No exceptions.

Fair area is closed to exhibitors from 7 pm Thursday to 7 am Friday. NO SET UP IS ALLOWED DURING SHOW HOURS. NO VEHICLES ARE ALLOWED ON THE GRASS AT ALL.

Exhibitors may begin setting up their area at 7 am each morning beginning on Friday. Exhibitors must be ready and in their booths by 9:30 am each day. No exhibitor may begin the breakdown process before close of show each day.

Breakfast & Water

A Grab-and-Go Breakfast is available Friday, Saturday and Sunday. Volunteers will bring breakfast and coffee carts around the fair layout from 8-9:30 am. Bottled water will also be delivered once in the morning and once in the afternoon on public fair days. We encourage you to bring your own water bottles to stay hydrated throughout the day.

Breakdown

No exhibitor may begin breaking down their booth until the show closes at 5 pm on Sunday.

Security

Tennessee Craft provides 24-hour security beginning Thursday evening and ending Sunday evening around 7 pm. City ordinance prohibits any alcoholic beverages from being brought into and/or consumed in the park.



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Accommodations

For a full list of accommodations and maps for Nashville, visit visitmusiccity.com/lodging. We also recommend checking out sites like [AirBnB](#) or [VRBO](#). You may stay overnight in a vehicle in Centennial Park in designated areas with an artist parking pass; however, no hookups are available for RVs. We also recommend looking for accommodations 30 minutes from the park in surrounding towns for better rates.

Parking

Parking will be available ONLY in designated artist/exhibitor parking areas. NO PARKING of vehicles and/or trailers is allowed within the center of the Fair. Please utilize the map provided to determine appropriate parking areas. If you or a member fails to park in designated areas, your chapter will not be allowed to participate in the next fair and the member will no longer be allowed to exhibit in the Emerging Makers Tent. Please display your parking passes on the dashboard of your vehicle.

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Tennessee Craft Fair Checklist

TO HELP NEW EXHIBITORS PREPARE FOR THEIR FIRST TENNESSEE CRAFT FAIR



Absolute Must-Haves!

Don't leave home without...

- Plenty of inventory!



Booth Set-Up & Display Materials

These items give your booth a cohesive, professional look and invite buyers in

Veteran Tip: Set your booth up before you leave and take a picture when you get it just right. Pack up everything in an organized manner. Refer to the image during setup on Thursday!

- Pedestals, tables, shelves, and/or display cases to show off your artwork
- You may also need tablecloths or curtains to enhance your display. (Make sure to not use patterned fabric or bright colors that distract from your artwork!)
- Your artist statement ready to be displayed
- A cart to help get everything to your booth space

Optional items

- Flooring or rugs (place a tarp underneath to protect against soggy terrain)
- A battery powered fan
- Tarp(s) in case it rains
- Additional tablecloths or sheets to cover displays and artwork overnight



Put Your Business Hat On

A few things to help your transactions run smoothly in the middle of Centennial Park

- Price list
- Price tags
- Cell phone and charger(s)
- A portable charging battery in case you need to charge on the go
- Credit card processing devices (Having a backup never hurts!)
- Start-up cash to make change (your mentor will provide this)
- Pens/pencils/sharpies
- A sense of humor – *After a long day, believe us... you'll need it!*

Optional items

- We encourage artists to insure their artwork. CERF+ has lots of helpful information about purchasing art-specific insurance policies.
- Although not required by Tennessee Craft, many exhibitors also carry liability insurance to make sure they are protected. CERF+ has information on this, too.



For Your Customers

A few things to make their experience the best it can possibly be

- Bags and packing materials for each potential sale
- Brochures or business cards with info about you and/or your artwork

- Guestbook (Collect contact info to stay connected with visitors/customers)
- Greeting cards (*Sending a handwritten thank you to a customer goes a long way!*)
- A demo project to keep your hands busy and connect your customers to your craft
- Color/material samples
- Say "thank you" – *don't forget your Ps and Qs!*



For Your Suitcase

Customers are buying your craft and YOU. Look your best and be prepared for all types of weather.

- Hats and sunscreen
- Raincoat, rain boots, and umbrella
- An extra change of clothes in case you get wet
- Socks and shoes
- Hair bands
- Medication (allergy and pain relief medicine can come in handy)



For Your Tummy

Stay nourished and hydrated to maintain your energy all day.

- Cooler/lunch box with ice and/or frozen ice bottles
- Lots of water, especially on set-up day when bottled water won't be delivered
- Lots of food and healthy snacks
- Chocolate
- Towelettes for clean up



Hardware

We hate to tell you, but some things are beyond your control. This can wreak havoc on an unprepared exhibitor. Have a few tools close by and be ready to play MacGyver.

- Pliers
- Hammer
- Nails
- Extra screws, bolts, or other fasteners that hold your display together
- Tape gun
- Duct tape
- Velcro tape (*This can solve a TON of problems in your booth!*)
- Bungee cords/zip ties
- S hooks to help hang things from your tent
- Hole punch
- Sharpies
- Alligator clamps (you can't have too many of these!)

Emerging Maker Awards

1. **Best Emerging Maker** – Individual award to the best emerging maker based on eligibility to exhibit in Tennessee Craft fairs, originality of work and craftsmanship. Winner receives a certificate, \$150 check (contingent upon funding), \$50 individual Tennessee Craft membership for the following year, feature in our newsletter, \$35 application fee waived to apply for the following year's Tennessee Craft fair of the same season and choice of one piece of Tennessee Craft merchandise.
2. **Merit Award** – Individual award to an emerging maker based on eligibility to exhibit in Tennessee Craft fairs, originality of work and craftsmanship. Winner receives a certificate, \$35 application fee waived to apply for the following year's Tennessee Craft fair of the same season and choice of one piece of Tennessee Craft merchandise.
3. **Best Display** – Individual award to the artist with the best display that grabs customers' attention, promotes products well, conveys an effective message using design/graphics and features the appropriate amount of product for the display area. Winner receives a certificate, \$35 application fee waived to apply for the following year's Tennessee Craft fair of the same season and choice of one piece of Tennessee Craft merchandise.
4. **Best Fresh Idea** – Individual award to the artist with the best new, original idea for craft, materials or innovative way to display or sell. Winner receives a certificate, \$35 application fee waived to apply for the following year's Tennessee Craft fair of the same season and choice of one piece of Tennessee Craft merchandise.
5. **Best Collaboration** – Group award to chapter section for best use of space as a group based on layout of space for product display and checkout experience. Winning group receives a certificate, a feature in our newsletter and a Tennessee Craft tote bag for each group member.

**Note that as of May 2019, EMT Mentors are not eligible to win Best Emerging Maker or Merit awards.*

More information about the Emerging Makers Tent is available online at tennesseecraft.org/emergingmakerstent.

REMINDER: Guidelines and Liability Information

ARTWORK ELIGIBILITY

Complete eligibility requirements of Tennessee Craft fairs may be found online at tennesseecraft.org/events/craft-fairs

1. Acceptable media: basketry, books/paper, clay, drawing, fiber/textile, furniture, glass, jewelry, leather, metal, mixed media/other, painting, photography, printmaking and wood.
2. Original artwork only.
3. Absolutely no buy-sell.
4. Artwork produced mostly by assistants, with commercial kits, molds, patterns, plans, prefabricated forms or other commercial methods are not permitted.
5. Any commercially-made embellishments must be subordinate to the handcrafted work.
6. For upcycled/recycled artwork, the finished pieces must show a manipulation of the materials and originality in design to be eligible.
7. Tennessee Craft expects full and accurate disclosure by the craft artist of materials and methods used in his/her work.
8. Copyrighted designs not owned by the craft artist may not be used, nor may commercially manufactured artwork be shown (e.g., coffee cups, calendars, stickers).
9. All work exhibited must be available for sale. Displays of work not intended for sale, but for purposes of receiving orders for work to be delivered at a later date will not be permitted.

Ineligible work includes:

1. Items for sale that are not of the medium in which they were accepted, including all non-craft items such as books, food products, etc.
2. Seconds: advertising of close-out sales or specially marked down items is considered inappropriate.
3. Commercially produced or digitally produced works.
4. Commercially molded ceramics, sculpture or jewelry.

Reproduction Rules: Reproductions of an artist's one-of-a-kind work may be exhibited under the following conditions:

1. Original work must be clearly visible and of primary importance.
2. All reproductions must be signed and numbered.
3. All reproductions whether framed or unframed must be clearly and individually labeled "Reproduction."
4. Reproductions may comprise no more than 30% of display space.
5. All reproductions whether framed or unframed, must be displayed in browse bins – limited to two (2) bins per booth.
6. Notecard reproductions of your art pieces are allowed.

Work exhibited must be consistent with the quality shown in digital images submitted and only media accepted by the jurors will be permitted in booths.

ARTWORK DISPLAYS

1. Displays and/or work that block the view of all work in the tent and/or the pathway for patrons to enter and exit the tent will be removed.
2. All individual displays must be subordinate to the overall chapter section display (i.e. no giant individual banners).
3. It is recommended that all artists use black linens to cover tables and decorate their space.
4. Displays must fit entirely within their designated section (to be determined by Tennessee Craft staff).
5. Staking of any kind is not permitted, regardless of size of stakes.

CANCELLATIONS

All cancellations must be made in writing via email to Todd Herzberg, Director of Marketing & Exhibitions, at therzberg@tennesseecraft.org.



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LIABILITY

All exhibitors waive, release and discharge from any and all claims or liabilities attributable to the negligence of Tennessee Craft and/or any agents, successors, assigns, or employees of Tennessee Craft, which may arise from their participation in the Spring Tennessee Craft Fair. Exhibitors agree to indemnify and hold harmless Tennessee Craft, Metro Parks and Metro Government of Nashville and Davidson County for any claims for damage, loss or injury which relate to or in any way arise from acts or omissions connected to my participation in the Spring Tennessee Craft Fair.

Tennessee Craft Fairs are a rain or shine event and may remain scheduled as planned, regardless of inclement weather. No refunds will be given due to interruption of the event or cancellation for reasons beyond the control of Tennessee Craft. These reasons include, but are not limited to weather, acts of God, acts of terrorism, public health or safety concerns, or governmental intervention. Tent, art, and other staking is not permitted, regardless of size of stakes. All fair participants are expected to exercise full and reasonable respect for other artists, Tennessee Craft staff and volunteers, and the public, including all who are participating in and at the fair. Any breach of reasonable behavior may result in a jury zero score and disqualification from participation in Tennessee Craft Fairs.

Exhibitors confirm that they are not under active felony proceedings in any state or country, and confirm that they do not have an active felony conviction in any state or country and/or are not active on a justice registry of any state or country at the time of submitting their application. They confirm that they will not have an active felony conviction in any state or country and will not be on a justice registry of any state or country during the period of this event, and will immediately notify Tennessee Craft if they have an active felony conviction in any state or country or are on a justice registry of any state or country and acknowledge that Tennessee Craft may disqualify them from participating based on such status. The Tennessee Craft Fair Committee and/or Governing Board bodies reserve the right to make final interpretation of all rules. Exhibitors grant Tennessee Craft permission to reproduce submitted images for publicity or educational purposes.

Tennessee Craft staff, along with the Fair Committee, reserve the right to request removal of any exhibited work not meeting the guidelines for eligibility or displays not meeting the guidelines for set up. Failure to comply with these policies will be taken into consideration when offering invitations to future shows.

The rules and policies outlined in this document are subject to change.

POST-FAIR ACCOUNTING

All Tennessee Craft chapters are required to follow the accounting procedures below for Emerging Makers Tent revenue. It is important for Tennessee Craft to abide by these consistent accounting procedures across the state to:

- Ensure that we maintain our 501(c)(3) status
- Prepare us for future audits
- Help exhibiting artists understand how booth sales work
- Make for an easy transition between chapter officers
- Ensure that we adhere to the Tennessee Department of Revenue special event tax laws

Because of this, we require that all Tennessee Craft chapters follow guidelines for Emerging Makers Tent sales and accounting at the Fairs. **These guidelines should be managed by the mentor and chapter treasurer.**

All transactions (cash, credit card, and check) for each chapter section will go through the chapter bank account. An overall sales summary for each artist and detailed transaction list including the subtotal, tax, and grand total for each transaction must be submitted via email as an Excel document to Todd Herzberg, Director of Marketing & Exhibitions, at therzberg@tennesseecraft.org.

Each chapter treasurer should double-check the sales summary, reconcile the sales income received, deposit that income into the chapter checking account, and write:

- a check to each artist for their net profit (80% pre-tax minus any credit card fees),
- one check to Tennessee Craft for commission on all sales (20% calculated before tax added and credit card fees deducted), and
- one check to the Tennessee Department of Revenue for sales tax.

SALES TAX RESPONSIBILITIES

It is your responsibility to collect sales tax. The current tax rate is: 9.25%. Taxes are due to the Department of Revenue by June 20, 2024.

Chapter mentors and treasurers will file the sales tax return for your group online via the state's TNTAP (Tennessee Taxpayer Access Point) system at tntap.tn.gov/eservices.