



**Columbia Heights Community Marketplace**  
**1380 Monroe St. NW #605, Washington, DC 20010**  
**Info(at)CHFestivus.org**  
**WWW.CHFESTIVUS.ORG**

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**Wanted: Local artists to participate in this year's Marketplace! We are now accepting applications.**

***Deadline to apply by mail (Columbia Heights Community Marketplace, 1380 Monroe St., NW #605, WDC 20010) or by e-mail (Artists(at)CHFestivus.org) is 5 p.m. EST on Friday, April 22, 2011.***

The 2011 Columbia Heights Community Marketplace excitement will unfold between 9 a.m. and 2 p.m. every *Saturday* from May 7 through December 17.

Artists and artisans who are interested in being part of this CH Festivus of fine food, fun, art and entertainment must submit the following information on page three of this document. Contact information, description of the creative work – must be fully made by the applicant – they wish to showcase (100 words maximum; please note that artist statements will be used during the evaluation process) and five images of their work (maximum of 200K file size per image).

### **Eligibility and Restrictions**

All art and artisan pieces to be showcased and marketed at the Marketplace must be the original work of the artist(s) who are applying to participate. Each applicant's work will be judged on the work samples included in their application. Agents and sales representatives for individual artists (or groups of artists) are not eligible. However, collaborative art is allowed, and those to whom this applies (i.e., more than two artists) should apply as a single vendor.

Please note that the Marketplace combines two elements – a producer-only and geographically restricted farmers market and an open-air, producer-only fine art and craft market.

### **Requirements**

Once the judges who are charged with evaluating applications have established the artistic/creative merit and originality of the work (i.e., that it was produced by the applicant in question), they will give preference to seniors and youth who reside in the Columbia Heights neighborhood, followed by residents of Washington, DC, followed by applicants who live in the Maryland and Virginia suburbs of the city.

Artists accepted to participate must attend the Marketplace during the dates they specified in their application. Participating artists bear responsibility for securing their booth and agree not to leave the booth unattended. All vendors are responsible for paying any applicable sales tax to the DC Department of Tax and Revenue. Please be prepared to sell work that is limited in physical size, given that booth space, shared by two artists, will be a mix of 8' by 8' and 10' by 10' canopies.

### **Sales Tax**

Artisans selling non-edible products are subject to sales tax, and should comply with local and state tax regulations.

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### **Bottled Water and Plastic Bags**

Vendors may not sell bottled water at the Marketplace. In support of minimizing waste and protecting our environment, vendors will not provide plastic bags. Customers will be encouraged to bring their own reusable bags.

### **Opening, Closing and Parking**

All artisans must arrive at the Columbia Heights Civic Plaza between 8 a.m. and 8:45 a.m. on the specified day and are responsible for setting up and breaking down their booths. The Columbia Heights Community Marketplace will provide canopies to cover artists' booth space. Artists and artisans must remain at the Marketplace until the 2 p.m. closing time, unless management approves an earlier departure. Artisans may not sell before the market opens at 9 a.m. and must break down their booth space promptly at 2 p.m. and vacate the Marketplace venue no later than 2:30 p.m.

### **Bad Weather**

Marketplace management may close the venue early because of severe or inclement weather.

### **Marketplace Fee**

Artists have the option of paying a non-refundable \$25 fee per Saturday for Marketplace booth space or making a lump sum, non-refundable payment to contractually secure booth space for 11, 22 or 33 consecutive weeks – \$220, \$440 or \$660 (works out to \$20 per Saturday). Artists bear responsibility for all monetary transactions and sales tax collection related to their booth. Other than the canopies that the Marketplace will supply, artists bear responsibility for bringing any necessary display equipment, tables, chairs, etc. (The Marketplace likely will not be able to offer artists access to electricity.)

### **Application Questions**

1. Contact information.

Name:

Home address:

E-mail address:

Phone number(s):

2. What type of items do you create and plan to sell?

- Bath & Body Care
- Books & Paper goods
- Ceramics, Pottery, Glass, or Basketry
- Clothing (Knit or Crochet Items, T-shirts, etc.)
- Fine Art (sculptures, paintings, drawings, photography, or mixed-media)
- Jewelry
- Other (please specify)

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3. Description (100 words maximum) of the creative work– must be fully made by the applicant – described in question two. Applicants should supply five images of their work (maximum of 200K file size per image).
4. .What is your pricing philosophy, bearing in mind the socioeconomic diversity of Columbia Heights?
5. Ideas for opportunities for community engagement, including youth at the Marketplace?
6. Other comments?
7. Desired contract period: (11-weeks -- end dates inclusive; \$220 per 11-week period)  
May 7 - July 16    July 23 - Oct 1    Oct 8 - Dec 17

Check all that apply: \_\_\_\_\_

Artists should pay for their space with a check or money order made payable to “Columbia Heights Community Marketplace.” Please write “2011 CHCM Artist Fee” in the memo line of the check.

***Please mail or e-mail completed applications to Columbia Heights Community Marketplace, 1380 Monroe St. NW #605, Washington, DC 20010 or [Artists\(at\)CHFestivus.org](mailto:Artists(at)CHFestivus.org) by 5 p.m. (EST) on Friday, April 22, 2011.***

**Disclaimer**

By participating in the Columbia Heights Community Marketplace (CHCM), all artisans agree to exhibit their work at their own risk. The Marketplace will not be held responsible for lost, stolen or damaged items and will not be held responsible for personal injury to the artist and does not guarantee specific numbers of attendees or sales for vendors.

Please sign below to acknowledge that you have read the entire three-page overview and application, including the disclaimer, and that you understand that participating artists and artisans may **not** sell any food or beverages or any works that they themselves did not create.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_