



Community Arts Partnership, 110 N. Tioga Street #301, Ithaca, NY 14850  
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## 2024 Ithaca Artist Market

Guidelines & Application for Tompkins County  
not-for-profit arts or arts related organizations

*(Note: This form is not for artists or food vendors)*

**FOR MORE INFORMATION:** visit our [Artist Market Page](#).

**EVENT:** Friday, August 9, noon to 7:30pm

**APPLICATION DEADLINE:** Thursday, May 30, 11:59pm

**NOTICE OF ACCEPTANCE:** Wed, June 5

# ITHACA ARTIST MARKET GUIDELINES

## ABOUT THE COMMUNITY ARTS PARTNERSHIP

The Community Arts Partnership (CAP) is Tompkins County's arts council. CAP connects artists and audiences through our events: the Spring Writes Literary Festival, the Greater Ithaca Art Trail, the Ithaca Artist Market, the CAP ArtSpace gallery, and the CAP-a-Palooza Art Sale. CAP also supports artists and communities through six grant programs, a professional workshop series, and networking events. Visit [ArtsPartner.org](https://ArtsPartner.org) to learn more.

## ABOUT THE ITHACA ARTIST MARKET

- The 2024 event takes place on Friday, August 9th, 12pm to 7:30pm at the [Ithaca Farmers Market](#), co-sponsors of the Artist Market.
- The East Hill Jazz Group will play throughout the event, and there will be short (10 minute) performances throughout the event near the dock. Hopefully, Discover Cayuga Lake will run a boat tour again!
- The Artist Market is advertised through e-blasts, social media, calendar listings, interviews, press, paid advertising, and more. The Farmers Market will also promote the event. All nfp organizations are expected to reach out to their audiences and help spread the word!

## NOT-FOR-PROFIT ORGANIZATIONS at the ITHACA ARTIST MARKET

- **A google form (link below) must be filled out by May 30th.**
- There are 88 booths at the market! About 15 are reserved for **Tompkins County arts organizations, and local nfp organizations that have ask part of their mission to foster the creative artistic expression of diverse communities.**
- Artists have most of the booths (visual artists, musicians, writers - anyone with something to sell!) along with food/wine/beer vendors. Artists and food vendors have different guidelines and a different form to fill out.
- nfp organizations can sell merchandise, gather names, sell tickets, and more. The market is a great place to have conversations and make valuable connections.
- Note: If you are a gallery or business that will be selling fine art. please email [programs@artspartner.org](mailto:programs@artspartner.org) to make sure you are filling out the correct form. In some cases, you would need to fill out the artist application instead of this one.

## **FEE - \$0 to \$50**

- (If payment is a hardship, just let us know in the google form -we can waive the fee.)
- One organization in one booth - pay \$50
- One organization in half a booth (if you'd like to share) - pay \$25 each
- For more than two organizations in one booth, it might be easiest if someone can pay \$50 and the others can reimburse them.
- A link for online payment is at our [Artist Market page](#)
- (Email robin at [programs@artspartner.org](mailto:programs@artspartner.org) if you'd like an invoice.)
- Checks can be made out to "Community Arts Partnership" (address at top of this form.) If you'd like to hand deliver, email Robin for instructions - our office isn't staffed regularly.

## **TERMS**

- Aside from short breaks, your booth must be staffed throughout the event. Participants must be present and ready by 11:45am and remain open until 7:30m (unless the weather plays a part).
- nfp organizations cannot project sound. If you would like visitors to hear something recorded or online, headphones or bluetooth must be used.

## **BOOTHS, ASSIGNING BOOTHS, and MARKET CONDITIONS**

- You can find a pdf with images of each Farmers Market booth on ArtsPartner.org's [Artist Market page](#).
- The booth images are up to date as of May 13. The regular inhabitants of booths can change them anytime, so there's no guarantee that the images will be up to date in August. (Note: "no food" on the map means no food vendors can be in that booth.)
- Most booths are about 12' x 10' deep with a roof. Most have dirt floors, some wood. Some have shelving, some have counters that stretch across the whole or part of the front.
- Having a particular booth in previous years is not a guarantee that a nfp will continue to be given that booth. Many complicated factors come into play when assigning booths.
- Those who have been in the Artist Market for years in a particular booth are encouraged to check the booth images to see if it has changed.
- Corner booths are not available.
- It is optional for applicants to list specific booths in order of preferences on the google form, or you can say "no preference.". (i.e. In order of preference: 45, 65, 76, 67, 2, 3, 16, 17....") Or a request can also be made for a "shelf across the front" or "completely open booth" or "walk in booth."

***NOTE: Usually over 70 artists and organizations request the same 5 to 10 booths or booth specifications. For this reason, please list as many booths as you can. This gives***

*you a higher chance of getting one on your list. (It's not always possible to give everyone what they wish for.)*

- You can specify whether you would like to be near or not near the East Hill Jazz Group who will play throughout the day at the north end of the structure in the half circle of booths. The group is not amplified and includes guitar, bass, trumpet and voice. If you prefer to not be near the music do not list booth 65 to 82 in your preferences. You can also say “do not put me in booths 65-82.”
- Once CAP assigns a booth, it cannot be re-assigned.
- Participants agree to leave their booths exactly as found (remove tacks, screws, garbage).
- The Ithaca Farmers Market has strict rules regarding removing your own garbage/recycling, and parking. Accepted organizations will receive these rules and must abide by them.
- There are electrical outlets in between each booth.
- The Farmers Market has wi-fi. There are three different passwords depending on where you are in the market. Even so, it can be spotty and frustratingly unreliable. We highly recommend you provide your own hotspot or use your phone for transactions.
- The market has an ATM and multiple bathrooms. The office will be staffed.

## **AGREEMENT AND DISCLAIMER**

- Organizations who are accepted into the market must agree with these terms:
- The Community Arts Partnership and the Ithaca Farmers Market, its agents, employees and officers shall not be held liable for failure to fulfill or perform its contractual obligation provided such failure is caused, occasioned or furthered by closures of site locations due to any cause or causes beyond its control, including, but not limited to fire, pandemics, county or state directives, flood, severe weather, wind, rain, public disaster, theft, visitor damage, or any other cause.
- The Community Arts Partnership and the Ithaca Farmers Market shall not be held liable for damages to artwork or wares, exhibitor wares, or personal property, or for theft, loss, or injury caused by products sold or exhibited by exhibitors, or other vendors or the general public or other calamities. Insurance for such loss, damages, or injury shall be the sole responsibility for each exhibitor at their own cost. Participants will take into account dust, high winds, rain, and customers carrying food/drink that they set down on your counters.

**Fill out Participation Google form  
by May 30th, midnight**

**<https://forms.gle/5nCjuemv1YToO1ko7>**