



## CALL FOR ARTISANS & VENDORS

The City of Doral is accepting vendor submissions for its Mother's Day Artisan Market. Selected vendors will be on display to the public at the Downtown Doral Park on **Saturday, May 4, 2024, from 4:00 PM to 9:00 PM.**

### DETAILS

The Mother's Day Artisan Market is an event designed for local artisans to offer gift giving ideas in celebration of Mother's Day.

Limited space is available. Vendors selected will be provided with a tent (10x10), a table and two chairs to display their products. A vendor registration fee of \$125 will apply once the City of Doral approves the artisan for the event.

All vendor registrations must be completed and submitted no later than **Monday, April 8, 2024, to be considered. Deadline will be strictly enforced!**

Products and artisanal work displayed must follow these guidelines:

- Products presented for sale must not infringe on the ownership or copyright interests of another person. Commercially manufactured items or items produced from commercial kits or molds may not be exhibited.
- Products sold should be appropriate in nature, as this is a public exhibit accessible to families. The vendors selected are chosen at The City of Doral's discretion.
- Not contain toxic, flammable or otherwise inherently dangerous material.
- Not endanger the visitors in any way.
- Vendor spaces must be always staffed for the protection of the vendors and their products.
- The use of alcohol and or drugs is strictly prohibited.
- Transportation, lodging, meals, and other expenses are at the responsibility of the vendor, as is the expense of the objects and materials to be included in the work submitted.

Vendor Initials: \_\_\_\_\_

Exhibit space:

- City of Doral will provide each vendor a 10x10 tent, a 6ft long table and two chairs for the display of their products.
- **Vendors should provide all the necessary equipment, hardware or other components required for displaying their products, such as easels, tables, pedestals, table covers, etc.**
- Installation of all products must be on non-permanent structures.

Vendor Initials: \_\_\_\_\_

A program/catalog for the day of the event will include vendors' information. Content for this program/catalog will be generated from the vendors' information provided during the registration process.

Vendor Initials: \_\_\_\_\_



Incomplete or late applications will not be accepted. Images of products submitted for the exhibition may be used by the City of Doral for publicity purposes. Submission constitutes agreement to the rules and details as published in this prospectus. All entrants will be notified of the results of the selection process in a timely manner. Please do not call about the status of your application.

Vendor Initials: \_\_\_\_\_

The City of Doral and its employees shall not be held responsible for any damages to, or loss of, any submitted products, equipment, and/or other personal property associated with the event, that may occur as a result of any activity whatsoever associated with the event, including, but not limited to, handling, displaying, moving, or transporting, and/or removing of the art work or products, by personnel and agents of the City of Doral. Vendor agrees that he/she/it assumes all risk of damage or loss that may be associated with the submitting and displaying the products in the event. Vendor further agrees to release and to hold harmless the City of Doral and their officials, employees, volunteers, and agents, from any and all liabilities and damages to the products, whether a loss to the vendor or to third parties.

Vendor Initials: \_\_\_\_\_

To be considered, please send complete application to the following email addresses:

Johanna Villasmil, Cultural Arts Center Facility Manager ([Johanna.Villasmil@cityofdoral.com](mailto:Johanna.Villasmil@cityofdoral.com))

Natalia Lopera, Assistant Cultural Arts Center Supervisor ([Natalia.Lopera@cityofdoral.com](mailto:Natalia.Lopera@cityofdoral.com))

For additional information please call (305) 593-6600 or email [Doralparksinfo@cityofdoral.com](mailto:Doralparksinfo@cityofdoral.com).

### **APPLICATION PROCESS TIMELINE**

Deadline to apply  
**Monday, April 8, 2024**

Notification of Acceptance or Decline  
**Wednesday, April 10, 2024**

Vendor Fee Due  
**Friday, April 19, 2024**

Mother's Day Artisan Market  
**Saturday, May 4, 2024**

Your signature below is an acknowledgement you have read the guidelines, as outlined in this document, for the Mother's Day Artisan Market and agree to abide by them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**VENDOR & ARTISAN REGISTRATION FORM**

*The "Event": Mother's Day Artisan Market  
Saturday, May 4, 2024, 4:00 PM - 9:00 PM  
**Application Deadline: Monday, April 8, 2024***

BUSINESS NAME (to be listed on program/catalog): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER (to be listed on program/catalog): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

E-MAIL ADDRESS (to be listed on program/catalog): \_\_\_\_\_

WEBSITE or SOCIAL MEDIA HANDLE (to be listed on program/catalog): \_\_\_\_\_

**MEDIUM (Select all that apply)**

- Candles    Jewelry    Clothing    Handbags    Baked goods    Flowers    Plants
- Artwork    Home goods    Food products    Soaps   Other (please specify): \_\_\_\_\_

**APPLICATIONS MUST INCLUDE THE FOLLOWING TO BE CONSIDERED:**

- \_\_\_\_\_ Signed Artisan Registration Form (this page)
- \_\_\_\_\_ Signed Call for Artisans (pages 1 & 2)
- \_\_\_\_\_ Sample pictures of your offerings (please send attached to email)

**A vendor fee of \$125 will be collected once the vendor is approved by the City of Doral.  
If selected, vendor fee is due by *Monday, April 8, 2024.***

The City of Doral reserves the right to relocate a vendor for the betterment of the event, as well as to revoke this agreement at any time for violation of any of the guidelines.

Your signature below is an acknowledgment you have read the guidelines of the Mother's Day Artisan Market, as outlined on the Call for Artisans document, and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date