



CALL FOR ARTISANS & VENDORS

The City of Doral is accepting vendor submissions for its Holiday Bazaar. Selected vendors will be on display to the public at the Downtown Doral Park on **Saturday, December 7, 2024, from 4:00 PM to 8:00 PM.**

DETAILS

The Holiday Bazaar is an event designed for local artisans to offer gift-giving ideas in celebration of the Holiday season. Support local artisans in this time of giving!

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 **Friday, November 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, Facility Manager Cultural Arts Center (Johanna.Villasmil@cityofdoral.com)
Diana Maldonado, Cultural Arts & Events Administrador (Diana.Maldonado@cityofdoral.com)

For additional information please call (305) 593-6600 or email culturalcenter@cityofdoral.com

APPLICATION PROCESS TIMELINE

Deadline to apply
Friday, November 8, 2024

Notification of Acceptance or Decline
Friday, November 15, 2024

Vendor Fee Due
Friday, November 29, 2024

Holiday Bazaar
Saturday, December 7, 2024

Your signature below is an acknowledgement you have read the guidelines, as outlined in this document, for the Holiday Bazaar and agree to abide by them.

Print Name

Signature

Date



VENDOR & ARTISAN REGISTRATION FORM

The "Event": Holiday Bazaar
Saturday, December 7, 2024, 4:00 PM - 8:00 PM
Application Deadline: Friday, November 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 Friday, November 29, 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 Holiday Bazaar, as outlined on the Call for Artisans document, and agree to abide by them.

Signature

Print Name

Date