

# MONTROSE PRINT MARKET

## VENDOR INFORMATION & GUIDELINES



Hello,

Thanks for your interest in the Montrose Print Market at The Printing Museum. Since the first Market in December, 2014, we have had the pleasure of showcasing local printers and printmakers in this fun, one-day market. We want the event to continue to grow and welcome returning vendors as well as new ones.

### **PLEASE CAREFULLY READ THE PRINTING MUSEUM'S GUIDELINES BEFORE REGISTERING.**

If you have any questions, please contact Mark Osborne at [mosborne@printingmuseum.org](mailto:mosborne@printingmuseum.org) or 713-522-4652 ext. 202.

#### **IMPORTANT DATES AND DEADLINES:**

- Registration Forms Due: **4:00 p.m., Saturday, April 30, 2016**  
*The Montrose Print Market is not a juried show. Submitting a registration forms helps us plan for space and gives us the information needed to better promote the event.*
- Event Date/Time: **Saturday, June 11, 2016, 2 p.m. – 7 p.m.**
- Vendor Set-up: **Saturday, June 11, 2016, Noon – 2 p.m.**  
*All vendors must be set-up by 2 p.m.*

#### **How much are vendor registration fees?**

Zero! The Montrose Print Market is meant as a showcase and celebration of print talent in Houston, so, for one more year, we'll keep the Market free for everyone – vendors and visitors. However, we would welcome any donations you might like to make to the event to cover things like marketing, security and, possibly, a food truck. In the end, though, we want you to make the most you can of the day.

#### **Who can participate in the Montrose Print Market?**

Any printer or printmaker in the Houston area (or beyond) who creates his/her own original work. The Market is really about showcasing the art and craft of printing. Vendors should be presenting original prints.

#### **What happens at the Market?**

First, the Montrose Print Market provides a place where local printers and printmakers can sell their prints and products to the public. Also, the Museum will have one or two special hands-on activities for visitors to participate in. Finally, the Market features one or more food vendors, music and drinks – sodas, water and beer. The Market averages about 400 visitors in the summer, and about 250 at the December event.

#### **Where is the Market held?**

- The Market is held inside The Printing Museum at 1324 West Clay St., Houston, Texas 77019. The Museum is located just south of Allen Parkway between Waugh Drive and Montrose Blvd.

- You will receive an assigned space about the size of one 2.5' x 6' table (traditional banquet table size). Additional space may be available, but is not guaranteed, depending on cancellations or "no-shows."
- You are asked to bring your own table(s), chair(s) and table coverings.
- Additional embellishments are allowed for display purposes, but are the responsibility of the vendor and must conform to the allotted space.
- Nothing may be attached, hung or affixed to any walls or fixtures in the Museum. Free-standing floor displays may be used, but must be secured at the base to avoid tipping over.
- No method of display is allowed that may damage Museum furnishings, artifacts, art or objects. The Museum's Executive Director has ultimate discretion to ask vendors to move or remove display materials.

**How is the Market promoted?**

- Information about the Montrose Print Market will be included in the Museum's Summer 2016 TRIFOLD – our events calendar published three times each year.
- The event will also be listed on Artshound.com and other (free) online calendars.
- Social media plays a big role in promoting the Print Market. We will post the event on Facebook and Instagram, and ask that all vendors help us spread the word.
- Print ads, along with digital ads, will run in *Houston Press*.

**How are sales handled?**

- You are responsible for handling all sales of your merchandise, collecting sales tax and remitting sales to the state.
- The Museum is not able to provide change.
- PLEASE NOTE: The Museum does have wi-fi and is working to improve signal strength throughout the Museum. Vendors will receive the wi-fi password the morning of the Market. For vendors using a mobile payment app, like Square, the Museum cannot guarantee wi-fi strength. Please be prepared to use your own mobile data to conduct transactions.