



# 2023 Crafted On The Ave. Vendor Application Form

Website: [www.delraycra.org/events](http://www.delraycra.org/events)  
Email: [crainfo@mydelraybeach.com](mailto:crainfo@mydelraybeach.com)  
Phone: (561) 276-8640

## ABOUT CRAFTED ON THE AVE. OVERVIEW | MARKET INFO

### Crafted On The Ave. is back for 2023!

Crafted on the Ave. is an open-air craft market with a Caribbean twist created to highlight local small, home-based, and microbusinesses that are merchants/creators of handmade products, art, apparel, accessories, and other crafts and goods. Crafted on the Ave. gives these small businesses exposure and the opportunity to promote and sell their products, while also stimulating and reactivating business activity to the Historic Business District along NW & SW 5th Avenue.

This fun and family friendly market is held on every first Saturday of the month at Libby Wesley Plaza (2 SW 5th Avenue) in Delray Beach, Florida and includes local and regional creators; music and live entertainment; hands-on arts and craft stations; and more!

There may be special activations such as face painting, live performances and entertainment, hands-on art activities, and other exciting additions. For more information on how to be performer/entertainer for Crafted, contact us at: [crainfo@mydelraybeach.com](mailto:crainfo@mydelraybeach.com) (Subject: Crafted Entertainment) or call (561) 276-8640.

### 2023 CRAFTED DATES:

- January 28
- March 4
- April 1
- May 6
- June 17 (Juneteenth edition)
- September 9
- October 7
- November 4
- December 2

*\*Dates are subject to change.*

### APPLICATION PROCESS

Applications are accepted on a rolling basis. There is limited space, so participation is approved on a first-come, first-served basis. Vendors are confirmed for participation based on the following:

- 1) submission of a completed application form
- 2) payment of vendor fees
- 3) submission of insurance documentation

When all information is received, vendor will be automatically accepted into the selected market date, if space is available. Vendors will receive a Confirmation email.

## LOCATION

Libby Wesley Plaza  
2 SW 5th Avenue, Delray Beach, FL 33444

Parking: Vendor parking will be located in the Delray Beach CRA lot at 57 SW 5th Avenue. Additional street parking is also available.

## BOOTH & ACCOMMODATION INFO

### **\$25.00 booth fee per market/per booth.**

Booth fee includes the following:

- one (1) 10x10 water resistant tent
- one (1) 6ft table
- two (2) folding chairs
- access to electricity (first-come, first-served)

Set-up times are the morning of market day. The event starts promptly at 1:00pm. Vendors must be set up at the start of the event. No late setup allowed.

Breakdown starts promptly at 5:00pm. No early breakdown allowed.

Power is limited and is available on a first come first serve basis. Priority is given to food and beverage vendors.

No table linens will be provided. Vendors are responsible for bringing any necessary display equipment and signage.

Please note, booths will be freestanding, and you will not have access to any wall space for hanging. If the vendor wishes to hang any items in their booth, they would need to provide their own structure.

Participant Cancellations: Unfortunately, no refunds of any kind will be given. Vendors may reschedule for another future market date.

Weather: Crafted on the Ave. will be held in light rain or shine unless called off due to severe weather or extreme circumstances. Cancellations initiated by the CRA/Crafted on the Ave. will allow participants to roll over their booth fee to a future date of the same value.

Booth Security & Maintenance: Vendors must be in attendance for the entire duration of the market and are responsible for security in their booth and agree not to leave the booth unattended. Vendors agree to the use of their name and photos of their booth space/products in promotions for the market and to the use of any photos from the event for any further promotions for future events. Vendors will be held responsible for the area in which their booth is stationed. If the area is not returned to the original clean condition at the end of the event, the vendor will be responsible for paying a clean up fee in the amount of \$100.

## LICENSES | PERMITS | PROOF OF INSURANCE

ALL VENDORS ARE REQUIRED TO SECURE APPLICABLE LICENSES, PERMITS AND PROOF OF INSURANCE. All vendors must have their own liability insurance covering themselves and anyone assisting them at the Market. Vendors must submit Certificate of Insurance documentation with their application, showing the CRA and the City of Delray Beach as an additional insured with the following limits of coverage: General Liability Insurance – minimum \$1,000,000.

Each vendor must obtain two separate certificates showing the following as Certificate Holders and listed as additional insured:

- Delray Beach CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444
- City of Delray Beach, 100 NE 1st Avenue, Delray Beach, FL 33444

If you apply under the Florida Cottage Food Industry laws, all labeling requirements must be strictly adhered to.

Food Permit: if you are operating out of a licensed production facility a Food Permit is required. Refer to the State of Florida Department of Agriculture (800.435.7352).

All processed foods must be prepared in a licensed commercial kitchen.

All vendors are responsible for paying any applicable sales tax to the FL Department of Revenue for items sold at the market and shall in no way hold the Delray Beach CRA or its representatives responsible for tax collection, reporting, or compliance.

While the CRA does not make recommendations for services or endorse specific businesses, the following are insurance providers previously used by our vendors:

- TheEventHelper.com
- ActInsurance.com

***Be sure to attach Certificate Of Insurance documentation to your application form.***

# VENDOR BUSINESS & BOOTH INFO

<b>BUSINESS NAME</b>			
<b>CONTACT PERSON</b>			
First Name		Last Name	
<b>ADDRESS</b>	Street Address		
	Street Address Line 2		
	City	State	Zip Code
<b>WEBSITE</b>			
<b>PHONE NUMBER</b>		( ) -	<b>EMAIL</b>
List social media handles for your business (not personal):			
Facebook:			
Instagram:			
Etsy:			
Other Socials:			
<b>Merchandise/Product Categories   Select all that apply:</b>			
<input type="checkbox"/>	Accessories		
<input type="checkbox"/>	Apothecary (Bath & Body, Candles & Diffusers, Men's Groom, etc.)		
<input type="checkbox"/>	Apparel & Fashion (Women, Men, Children, Pets)		
<input type="checkbox"/>	Art (Canvases, Prints, Photography, etc.)		
<input type="checkbox"/>	Home/Housewares (Food & Drink, Kitchen, Home Décor, etc.)		
<input type="checkbox"/>	Jewelry		
<input type="checkbox"/>	Paper Goods/Stationery		
<input type="checkbox"/>	Pet Care		
<input type="checkbox"/>	Pottery		
<input type="checkbox"/>	Other:		
Tell us about your products and any additional highlights we should know about yourself and your business. Please be specific about what sets your work apart and the unique seasonal/gift-able items you would feature at the market. We will use this description on our website and vendor highlights.			
Power/Electricity: Do you require a power outlet for electricity? Supplied based on availability and is first-come, first-served.			<input type="checkbox"/> Yes <input type="checkbox"/> No

2023 Crafted Dates   Select all that apply:	
<input type="checkbox"/>	January 28
<input type="checkbox"/>	March 4
<input type="checkbox"/>	April 1
<input type="checkbox"/>	May 6
<input type="checkbox"/>	June 17 (Juneteenth Edition)
<input type="checkbox"/>	September 9
<input type="checkbox"/>	October 7
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<input type="checkbox"/>	December 2

<b>Vendor Fee &amp; Payment (include payment with your application form)</b>		
<b>x</b>	<b>\$25 per market</b>	<b>= \$</b>
<i>Enter total # of markets</i>		<i>Enter total payment due</i>

## APPLICATION CHECKLIST

The following MUST be turned in with your application in order to be considered for participation in Crafted On The Ave.

<input type="checkbox"/>	<b>Completed and signed Vendor Application Form (pages 4 - 5)</b>
<input type="checkbox"/>	<b>Payment (via credit card or money order/cashier's check only)</b>
<input type="checkbox"/>	<b>Images of what you will sell - up to three (3)</b>
<input type="checkbox"/>	<b>Image of your booth layout – one (1)</b>
<input type="checkbox"/>	<b>Logo in High Res for promotional purposes</b>
<input type="checkbox"/>	<b>Certificate Of Insurance (CRA)</b>
<input type="checkbox"/>	<b>Certificate Of Insurance (City)</b>

By signing below, I acknowledge that I have read and agree to the terms outlined in this application and confirm that the required documentation is attached to this application form.

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>