



## Vendor Information + Guidelines

### Basic Information

**Location** BFF's On-Street Artist Markets take place every First Friday May-September on (1) Military Ave. between Maple and Binney Streets, and (2) 62nd St. between Maple and Miami Streets (extending south until 2725 N. 62nd St.). See *Load-in Diagrams* below.

**Time** Artist Markets operate 6pm-10pm, with vendor load-in between 4-6pm.

### Important Contacts

- **All Times - Primary Contact:**
  - Jared Spence - 531.270.1027 - [jared@bffomaha.org](mailto:jared@bffomaha.org)
- **First Fridays between 1pm-11pm**
  - Jared Spence ... 531.270.1027
  - Katera Brown ... 402.201.5739
- **First Fridays between 1pm-6pm**
  - Katie Bugz ... 402.490.2308
  - Jerome Helm ... 531.777.6169
- **First Fridays between 4pm-11pm**
  - Ang Gahan ... 402.719.2327
  - Erin Carr ... 949.354.7540

**Equipment, Spacing, & Needs** As in all past years, we ask each vendor to bring all their necessary equipment required for vending. This includes tables, chairs, lights, tents, etc. Wifi is not provided, although it can typically be accessed from neighboring businesses or through personal hotspots.

BFF does not supply tables, tents, weights, or chairs to Artist Market vendors.

**Tents** are not required to vend. However if you choose to bring your own tent, **appropriate weights are required for all 4 tent legs.** Failure to bring appropriate weights may result in vendor ejections from the markets, and/or liability for any damage caused by not having your tent weighted down. Appropriate weights include:

- Weighted bags (Sand bags, etc)
- Weighted discs (bars or discs that fit around tent legs)
- Water weights

**Spaces** All spaces are 10'x10'

No access to electricity will be provided.

This year (2024) we are eliminating the 5' space between vendor spots in order to make space for more new vendors.

**Load-in** Vendors are required to load in between **4-6pm** each First Friday.

Please unload your equipment, art, products, and other materials into your assigned vending spaces and then please move your vehicle to a legitimate parking space in the neighborhood as quickly as possible. We are asking vendors to take no more than 15 minutes to unload your vehicles before removing them from the loading area. BFF volunteers will be on hand to assist with unloading if needed.

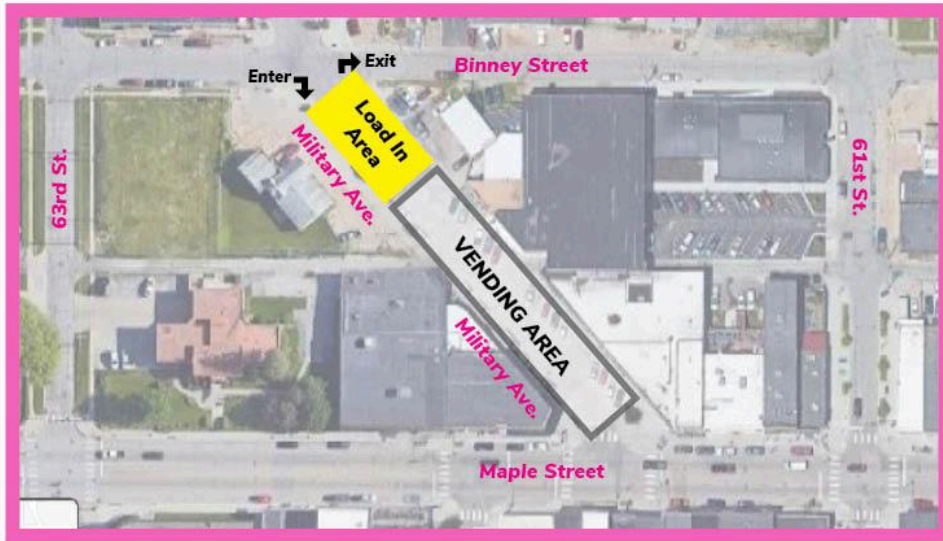
To ensure you set up in the right location, please find a BFF volunteer or coordinator for check in upon first arrival.

**PLEASE DO NOT DRIVE YOUR CAR INTO THE VENDING AREAS TO UNLOAD**

## LOAD IN DIAGRAMS:

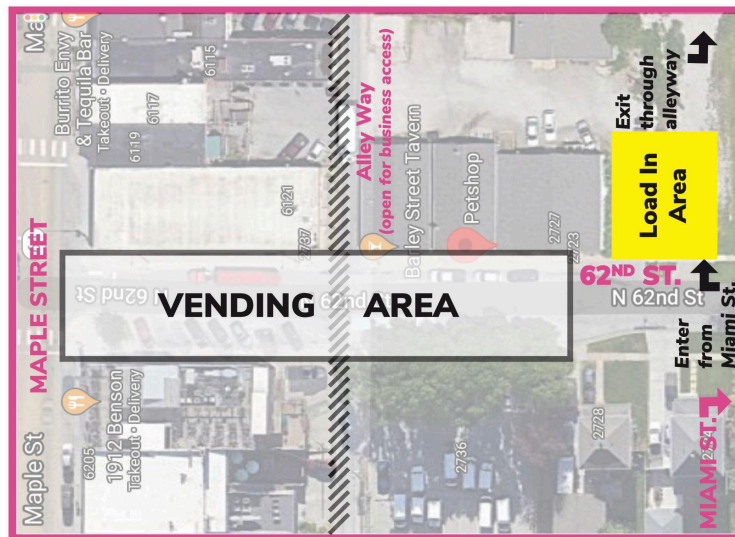
### NORTH MARKET (Military Ave - between Maple & Binney)

When arriving, please pull your vehicle to the north side of the street closure via Binney St.



### SOUTH MARKET (62nd St. - between Maple & Miami)

When arriving, please pull your vehicle to the south side of the street closure via Miami St.



**Cancellation Policies** *For any reason, if you don't plan to attend a First Friday Artist Market, please notify us in advance so we can fill your spot with someone on the waitlist :)*

**\*\*PLEASE NOTE:** *No refunds will be given due to vendor cancellations, however - in the event of a market cancellation caused by inclement weather conditions or other unforeseen causes, paid 2024 vendor fees may be transferred towards the following:*

- (1) 2025 Artist Market Vendor Fees,*
- (2) Friends of BFF Membership Dues,*
- or (3) Donations to the organization.*

**Attendance Policy** We understand things come up, so PLEASE notify us in advance if you cannot attend a market! Any vendors who do not provide a 48-hour notice (unless it's an emergency) will either be removed from future markets or invoiced additional fees due to a violation of our application terms. We will be taking attendance at every market.

**Consent** Artists are legally required to acquire consent from all subjects depicted in artworks, specifically when nudity is shown. Ethically, Artists are required by BFF Omaha to acquire consent from all subjects depicted in artworks before exhibiting in Artist Markets.

**Treatment of BFF Staff & Volunteers** BFF Staff and Volunteers are here to assist artists however & whenever possible within the stipulations outlined in this document and any online agreements made. BFF Staff and Volunteers do **NOT** work directly under or for artist vendors, and they should not be treated as such or expected to do so. BFF Staff and Volunteers will assist artist vendors to their best ability upon request. BFF Staff & Volunteers view our relationships with artist vendors as **partnerships**, working together to fulfill the mission of *Building Community Through Arts Engagement*.

**Treatment of BFF Spaces & Assets** BFF spaces (MaMO Gallery, BFF Gallery, Trudy's, Petshop, Artist Markets, etc) and other assets are expected to be treated with mutual respect among artist vendors and BFF staff & volunteers. Spaces often contain DIY elements and small hurdles, of which BFF expects artist vendors to work around, and to think creatively to overcome any obstacles that may arise. It's all about getting creative!

**Remember**, BFF Artist Markets include (sometimes loud) DJs, musicians, and performances. If you prefer a quieter vending space, please let us know well in advance.

BFF Artist Markets are community spaces for all ages & groups with all sorts of eclectic sights & sounds.