MMoCA ART & GIFT FAIR: ARTIST FAQ

Last updated November 11, 2019

Read through these frequently asked questions to help you prepare for the event. You will thank us later!

Q: What are the public hours of the 2019 MMoCA Art & Gift Fair?
A: Sat. November 16, 10 am-6 pm; and Sun. November 17, 10 am-4 pm.

Q: Will there be a ticketed kick-off event for the fair again?
A: Yes, there will be a Bubbly Brunch in Fresco Restaurant atop the museum on Sat. November 16, from 9-10:30 am. Brunch guests will be released to shop the fair just minutes before the general public starts arriving at 10 am.

Q: Where will I enter MMoCA/Overture Center to check in and to load-in?
A: Your entry point will be based on your booth number, which will be assigned this fall. You will receive a letter by mail in late October indicating your booth assignment, your load in date and time, and your dock location.

Q: How much time will I be given to load in?
A: Each artist is given a 15 minute window (per paid booth) on the dock. This strict 15 minute window will be used to unload your vehicle’s contents onto a cart (if possible, please bring a cart/dolly; we will only have a few carts available). You will have plenty of extra time to unpack and set up after load in.

Q: Are artists required to have a second person present for load-in?
A: MMoCA strongly encourages all artists to have a second person on hand to keep the load-in schedule running on time, but this is not a requirement.

Q: Will there be any storage space for artists in the museum or the Overture Center?
A: Due to space limitations in the building, artists will be asked to leave inventory that cannot be easily/neatly hidden within their booth space off property. Please note that the back of a few booths will be in public window spaces. The restocking policy will be shared in the pre-fair preparation information packet mailed out at the end of October.

Q: Can I ship materials to MMoCA/Overture Center pre-fair?
A: Unfortunately, we do not have the space or resources to manage shipment of materials pre-fair. If necessary, you should plan to ship to your hotel.

Q: If I am running late and don’t check in at my scheduled load-in time will my booth space be given away immediately?
A: If you do not check-in within one hour of your assigned load-in window your space could be reassigned to a waitlisted artist. Also, those arriving late may have to wait for a special load-in time.

Q: Does MMoCA get involved in artist’s sales or take a commission?
A: No, MMoCA does not take any part in the sale of artists’ work, nor do we take a commission or settle customer disputes. For this reason, we ask that you have a very clearly stated return/exchange policy included with –or printed on– your sales receipts, or posted in a highly visible place in your booth. For artists that promise to ship work post-fair, please be realistic and clear about the ETA.
Q: Will there be volunteers available to booth sit?
A: Yes, short term artist relief will be provided by volunteers (with name badges, either roaming or located at Passport Stations). They are not able to process sales.

Q: Is there a place to hire local assistants/helpers?
A: Try posting your jobs or needs on craigslist, see [http://madison.craigslist.org/](http://madison.craigslist.org/). Craigslist provides free, local classifieds and forums for jobs, services, local community events, etc. This is at your own risk.

Q: When will I know my booth assignment?
A: Booth assignments will be shared in the pre-fair mailing in late October.

Q: If I don’t get my preferred booth assignment can this be changed?
A: Due to the complexity of booth assigning we do not change spaces once assigned. Please note the manner in which we will allocate booth assignments. First, we assign the Featured Artist’s space. Next, we try to avoid placing two artists of the same medium side-by-side. After these considerations, we allocate spaces to everyone else, factoring in type of booth set up and load in time requested. We try to honor requests from returning artists to have their previous year’s booth assignment when available. We must also specially place artists with double booth spaces and we consider medical conditions. During the process, we also consider placing artists with multifaceted booth displays near windows to generate interest in the fair from people passing by. For these reasons you may not have been given your preferred space.

Q: Is there a site listing Madison shops, attractions, hotels and restaurants?
A: Yes, visit: [www.visitdowntownmadison.com](http://www.visitdowntownmadison.com)

Q: Where can I get information about public parking in Madison near the fair? Is parking provided to artists?
A: MMoCA does not have a parking lot; parking is not provided to artists. For parking options visit: [www.cityofmadison.com/parkingutility/maps/Downtown.cfm](http://www.cityofmadison.com/parkingutility/maps/Downtown.cfm) The best option for artists travelling with large vehicles & RVs would be the “Permitted Section” or ungated portion of the Brayton Lot.

Q: Are there room blocks or a list of nearby/downtown hotels available?
A: Yes, see the blocks below or visit [https://visitdowntownmadison.com/visit](https://visitdowntownmadison.com/visit)

**Graduate Madison**
601 Langdon Street, Madison, WI 53703; 1-608-257-4391
**Discounted rate:** $109 (King or Double Queen)
**Distance to MMoCA:** 0.6 Miles / 3 minutes
**Group code:** 191114MMOC
**Booking link:**

**AC Hotel by Marriott Madison Downtown**
1 N Webster St, Madison, Wisconsin 53703; 1-608-286-1337
**Discounted rate:** $149 (King or Double Queen)
**Distance to MMoCA:** 0.8 Miles / 4 minutes
**Group code:** MMoCA Art & Gift Fair
**Booking link:**
[https://www.marriott.com/event-reservations/reservation-link.mi?id=1560874892727&key=GRP&app=resvlink](https://www.marriott.com/event-reservations/reservation-link.mi?id=1560874892727&key=GRP&app=resvlink)

Q: Where can I find information about construction in the surrounding area?
A: For up-to-date information on construction taking place in the city of Madison please visit: [www.cityofmadison.com/engineering/projects/road-construction](http://www.cityofmadison.com/engineering/projects/road-construction)