




MEMORANDUM

Date: November 9, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve “Key West Art & Craft Festival” at the Truman Waterfront on the Quay on Saturday, February 24, 2024, and on Sunday, February 25, 2024, from 10:00 a.m. to 5:00 p.m.**

Introduction

The City Manager’s Office requests the approval of the “Key West Art & Craft Show” at the Truman Waterfront Quay Wall, from 10:00 a.m. to 5:00 p.m. on Saturday, February 24th & Sunday, February 25, 2024.

Background

The City Manager’s Office has received an application from “the Key West Art Center, Inc.” for the annual Key West Art & Craft Festival on February 24 & February 25, 2024, from 10:00 a.m. to 5:00 p.m. at the Truman Waterfront Quay. – The event is an art & craft show set up like markets held at the Quay. There is estimated that 150 artists will set up tents selling handmade goods. The tents will be set up in such a way to have a large promenade for patrons to walk the show. Additional tents will include the Key West Art Center tent, hospitality, and artist demo tents and food trucks. The Number of expected attendees is approximately 25,000 walking in and out throughout the two day festival. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Procurement

There will be no additional expenses to the city as all service costs (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Matrix.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the "Key West Art & Craft Festival" at the Quay on Saturday and Sunday, February 24 & 25, 2024 from 10:00 a.m. to 5:00 p.m. Set up will begin on Friday, February 23, 2024, from noon to 5:00 p.m.