



2017 Recycled Arts Festival Artist Agreement

Please read carefully even if you are a returning artist.

Keep this copy for your reference!

We look forward to welcoming you to the 2017 (12th Annual) Recycled Arts Festival being held on **Saturday, June 24, 9 a.m. – 5 p.m., and Sunday, June 25, 10 a.m. – 4 p.m.** at Esther Short Park in downtown Vancouver, Washington. Please read the terms and conditions set forth below as your submitted application acknowledges your agreement to the following:

Items offered for sale: This arts festival is being offered to showcase how quality items can be made from reclaimed, reused, repurposed, upcycled and recycled materials. Therefore, **ONLY** items that are at least **75 percent recycled content** are allowable for display and selling. For our purposes, materials from nature such as rocks, sticks, leaves, bones and shells are not recycled. Items need to be handmade and not widely manufactured. This is a festival for small businesses and part-time hobbyists, not large companies. Only the artist(s) and artwork accepted into the festival should be in your booth. You can share a booth for a \$25 fee but all artists displaying art must apply to the festival and be accepted. *If we discover that you are bringing in art that we have not reviewed (does not belong to you), you will not be invited to participate in future festivals and may be asked to leave.*

Artist Statement and Why/How You Use Recycled Materials: Our event seeks to educate the public about waste reduction through recycled art. As such, we will make a sign for your booth so the public can see why and how you use recycled materials in your art. New Artists, please be sure to fill in this new information for us. (Returning Artists will re-use the 2016 signs unless you are creating very different art.) There is a photo of a sign on the *Be A Vendor* page on our website for your reference. Please limit text to no more than 300 characters/spaces. We will edit your statement down if you exceed the allowed length of 300 characters/spaces to fit it onto the sign.

Application Photos: All applications must include photographs of each type of your art that you expect to bring. We select artists based on the submitted photos. Photos need to be high quality and at least 300 DPI. Submitted photos will be used for your artist profile on our website. They may also be chosen for advertising purposes (but they will be properly attributed).

Space assignments: We do not permanently assign spaces until the day before the festival, and someone will be at the entry to the park on the day of set-up to direct you to your spot. Returning Artists may request the same spot as last year, and New Artists may request specific locations but nothing is written in stone until set-up day, so please be flexible. We will email you the set up directions with a map of Esther Short Park a few weeks prior to the festival date. **We will not inform you of your exact location until you arrive at the park so please do not contact us asking for your space # in advance.**

Set up: Set up will begin on Friday, June 23, 2017, from 1 pm – 6 pm. If you prefer to wait until Saturday, set-up will begin at 6 am on Saturday and 7 am on Sunday. Set up times will be assigned to you in advance. To access the park for setup, you will have to enter from 8th Street. From there we will direct you to your space. Please remain on hard surfaces when driving to your space and *do not drive on the grass*. Please unload and move your vehicle out of the park before setting up your booth to make room for other traffic. All vehicles **must** be out of the park by 8:00 a.m. on Saturday. On Sunday, vehicles must be out of the park by 9:00 a.m. Event staff will be available to help direct you to your space assignment. Vehicles will not be allowed into the park until after the event is closed. Please pack up your booth **BEFORE** bringing your vehicle in to load. **You are responsible for bringing your own tent, table, and chairs.** Because of the in-ground sprinkler system, **TENT STAKES ARE NOT ALLOWED.** Please arrange for some alternative method for securing your tent/canopy (such as water-filled milk jugs). Your set-up should be complete and ready by 8:45 am on Saturday. People do start going through the park early, especially in warm weather, and we have no way of keeping them out.

Staffing: We do expect your help with educating the public about your reduce, reuse, and recycle lifestyle in exchange for low cost booth space. For this reason, we are requiring the artist to be present in the booth both days of the festival (in cases of a partnership or husband-wife team, where all parties actively participate in creating the artwork, only one need be present at a time) to provide this educational interaction with the public. Your space must be staffed from 9 a.m. – 5 p.m. on Saturday and 10 a.m. – 4 p.m. Sunday. Do not tear down your exhibit until the event closes at the end of each day. We will make every attempt to provide you with a volunteer for **short breaks** during the day. If you will be needing assistance for breaks, be sure to mark this on your application. **This is a two-day event. Vendors who do not complete their obligation at the festival by participating for both days will not be asked back to future events. This also applies to artists who do not show up for the weekend and do not let us know they aren't coming — they will be removed from the list for following years.**

Non-Permitted Activities: No hot works operations (glassblowing, etc.) cooking, heating, candles, or open flames are permitted in the park (park regulations). No food or drink may be sold without meeting applicable codes and permits, including the requirements of the SW Washington Health District (360-397-8428). No overnight camping in the park. *No picture taking/sketching of other artists' work without their express written permission — if you do not want your own work photographed, please post a notice stating no photography without permission.* **This is a family festival. Please use appropriate language and refrain from the use of alcohol/drugs during the event. Any artwork/signage displayed in your booth must be appropriate for all age levels and in good taste.** If we find that you have violated this rule, we do reserve the right to remove inappropriate material and you may be asked to leave. We appreciate your help in maintaining our family-friendly event.

Art Pickup: We will have areas designated for the loading of large pieces after a sale. We are unable to help load items for customers and we are not responsible for any damages that may occur after a purchase or during transportation.

Security: We have arranged to provide overnight security on Friday and Saturday nights. However, we strongly suggest that you not put your sale items out until the morning of the festival and pack up and secure items on Saturday evening before you leave. You may leave tents, tables, signs, and chairs if you choose. When leaving your tent on Friday and Saturday nights, please arrange your pieces so that nobody can simply reach out and take anything valuable. Most vendors secure the sidewalls on their tents or cover their merchandise with sheets overnight. We did have some overnight theft last year and will be putting uniformed security through the park overnight but it is impossible for them to watch everywhere at once.

Booth Fee: There will be a booth fee charged to each participant. See the schedule listed on the application. **Accepted artists will be given payment instructions when they are notified of their acceptance.** Your application will not be considered complete and your booth will not be secured until we have received this fee so it is important that you submit your application and fee to us in a timely manner. We always have a long waiting list so please secure your space to avoid disappointment.

Electricity: Electricity is free but available in very limited locations so please ask for access only if you require power to conduct business. Generators will not be allowed.

Parking: Street parking will be very limited, so after unloading, we recommend moving your vehicle to the parking structure located on Sixth Street between Washington and Columbia (one block from the park). Parking fees will be your expense. The charge for a full day of parking in 2015 was \$2.50. If you have a trailer or other logistical parking issue, please email Sally.Fisher@clark.wa.gov ahead of time to make arrangements. At the suggestion of several artists, we are looking into establishing a shuttle to help ease the parking/traffic congestion in the festival area for our guests.

Refreshments/Food: We plan to have multiple food vendors right in the park. The Vancouver Farmer's Market, adjacent to the festival, will be open during the festival and offers a large variety of fresh fruits, vegetables, and other food items for sale. There are also coffee shops and restaurants located near the park.

License and Tax Information: All artist/vendors are responsible for understanding their personal obligations with respect to tax laws and obtaining short-term business licenses. To obtain more information, please contact the Vancouver office of the Washington State Department of Revenue at 360-260-6176. You can also visit their website at http://dor.wa.gov/content/doingbusiness/businessypes/Doingbus_tempreg.aspx. You can do everything online and there is no charge for a temporary registration.

If you have any questions, please do not hesitate to call 360-397-2121 x4352 or email Sally.Fisher@Clark.Wa.Gov.