

2012 Recycled Arts Festival, Vancouver, WA

Artist Contract

Please read carefully.

Keep this copy for your reference!

We look forward to welcoming you to the 2012 Recycled Arts Festival being held on **Saturday, June 23, 9 a.m. – 6 p.m., and Sunday, June 24, 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 signature on this Contract 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. Items need to be handmade and not widely manufactured. This is a festival for small businesses and part-time hobbyists, not large companies.

Artist Statement And Why/How You Use Recycled Materials: New Artists, please be sure to fill in this new information for us. We will be making signs for your booths so the public can see how you use recycled materials in your art. (Returning Artists will re-use the 2011 signs unless there are major text changes.)

Space assignments: Booths are tentatively pre-assigned on a first come, first served basis, so early applications are the best bet to get the booth you want. 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 the day of Friday before the festival.

Set up: Set up will begin on Friday, June 22, 2011, from 3pm – 6pm. If you prefer to wait until Saturday, set-up will begin at 6am on Saturday and Sunday. To access the park for setup, you will have to enter on Columbia 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*. All vehicles must be out of the park by 8:30 a.m. on Saturday. On Sunday, vehicles must be out of the park by 9:30 a.m. Park staff will be available to help direct you to your space assignment. **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 space cover (such as water-filled milk jugs). Your set-up should be complete and space ready by 8:45am. We will be sending you a map of the park with access information in our next communication with you.

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. – 6 p.m. on Saturday and 10 a.m. – 4 p.m. Sunday. Please 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 staffed 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.**

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 violate this rule, we will remove you from the festival.* **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 will remove you from the festival and we will not ask you back. We appreciate your help in maintaining our family-friendly event.

Security: We have arranged to provide overnight security on Friday and Saturday nights. However, we strongly suggest that you not put your sale item 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.

Booth Fee: There will be a fee of \$25 charged to each participant regardless of booth size or the use of electricity. Please send a check/money order for \$25 along with your application/contract. Please make checks payable to **Board of County Commissioners**. 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.

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 2011 was \$2.50.

Refreshments/Food: 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 www.dor.wa.gov and click on "Doing Business" then on "Temporary and Seasonal Businesses." 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 Sally Fisher at 360-397-2121 x4939 or email at Sally.Fisher@Clark.Wa.Gov