

ARTIST APPLICATION • NONJURIED ARTS & CRAFTS



Festival of the Arts

Arts & Crafts Festival

February 27 & 28, 2016

Saturday 10am-4pm; Sunday 10am-4pm

Oro Valley Marketplace

Southwest corner of Tangerine Rd & Oracle Rd

Zip Code 85704

The Oro Valley Festival of the Arts has quickly become one of the largest regional art events in Southern Arizona in a matter of years at the largest outdoor shopping center in the region. Held twice annually, this two day festival features up to 150 artists and exhibitors in all mediums, live music on the main stage, food vendors and family arts activities.



Event Dates	February 27 & 28, 2015 Saturday, 10am-4pm Sunday, 10am-4pm	
Public Admission	Free Admission to the Public	
Event Location	Oro Valley Marketplace, Southwest Corner of Tangerine Road / Oracle Road - Parking Lot Show As one of Oro Valley's newest shopping and dining destinations, Oro Valley Marketplace delivers the ultimate shopping experience in a distinctive outdoor setting. Spread on 114 acres, the center's 800,000 square feet of retail space also features local artwork and riparian nature trails, creating a unique lifestyle destination. For more information, visit the website at www.orovalleymarketplace.com	
Festival Details	Arts & Craft Artisans in all mediums - Maximum of 150 artists (Max 45 Jewelers), Kid's Activities and Food Vendors	
Festival Type	Non-Juried Art Festival - All artwork must be handmade by the artist presenting and selling the materials or must directly supervise the production of the art by assistants or employees. Holiday themed items highly encouraged! The term "non-juried" refers to artists bringing items such as reproductions of only their own two dimensional work, production work, unlimited editions of photography, country crafts, ceramics made from commercial molds, jewelry made from purchased beads, stained glass or other items that employ the use of commercial patterns, and any item that is purchased and then embellished, including clothing. Production work, for the purposes of these shows, is defined as art or craft generated as a result of an original design by the applicant, which is then executed at an onsite facility/	
Sales Tax & Permits	The Festival is located within Town of Oro Valley Boundaries. The Sales Tax is 8.1% as of 6/1/2013 Vendors must obtain an Oro Valley Business License by calling the Town of Oro Valley at (520) 229-4700	
AZ State Revenue Department	The Arizona State Department of Revenue requires SAACA to report all Business License Numbers, both in state and out of state for all Festivals produced within the State of Arizona. The Artist is required to report their earnings at this festival to the Revenue Dept.	
Space Details	Single Booth or Canopy Space - 12 ft. wide x 12 ft. deep \$200 Double Booth or Trailer Space - 24 ft. wide x 12 ft. deep \$350	WHITE CANOPY ONLY WHITE CANOPY ONLY
Parking & Electricity	Overnight parking available onsite at the Oro Valley Marketplace. There is NO electricity on site	
Tenting & Space Requirements	All tents must be WHITE . No variation on this will be permitted. All artwork must be contained to your tent—no outside rack or displays will be permitted. This is a limited capacity show and space allotted within the festival site is at a minimum. All vendors on the Festival site during a normal period of festival operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. <i>Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Festival on that day. Each canopy leg must have no less than 40 lbs (pounds) anchoring it. Canopy weights are either suspended from the top corners of your outdoor canopy or secured to the base of each leg. Vendors are required to secure the weights around each leg with a bungee cord or rope so that it will never be able to swing like a pendulum. All festival weights must be pre-approved by SAACA staff (see attached TENT WEIGHTS GUIDELINE) for appropriate and acceptable and non-acceptable weights.</i>	
Event Set Up	Artists may check in and set up between the below hours: February 26 from 12pm-4:30pm , and Saturday, February 27 from 7am-9:15am . Vendors will be permitted to drive up to their designated space for a maximum of 30-45 minutes for load in and load out.	
Security	Security will be provided on Friday, from 4:30pm to 7am on Saturday, from 4pm to 9am on Sunday	
Application Deadline	February 12 at 11am **After February 12th, add \$25 late registration fee if space is available	
Welcome Packet	A welcome packet with all event details will be emailed or mailed to each Vendor one week prior to the festival.	



ARTIST APPLICATION

NONJURIED ARTS & CRAFTS - FEBRUARY 27 & 28, 2016

ARTIST INFORMATION

Artist Name _____

Business Name _____

Resale # or Tax ID _____ Cell Phone # _____

Address _____

City _____ State _____ Zip _____

E-mail(s) _____ Website _____

ARTIST BOOTH SPACE SELECTION

- ☐ **Single Booth Space** **\$200** Space Size 12 feet wide x 12 feet deep (White Tent Provided by Artist)
- ☐ **Double Booth Space** **\$350** Space Size 24 feet wide x 12 feet deep (White Tent Provided by Artist)
- ☐ **EXTRA—Tent / Canopy Rental ADD+ \$200 single / \$400 double** (White Tent Provided by SAACA)

ONSITE CHECK IN & SET UP

☐ FRIDAY, FEBRUARY 26 12PM-4:30PM ☐ SATURDAY, FEBRUARY 27 7AM-9:15AM

ARTIST MEDIUM Check all that apply

- ☐ Ceramics ☐ Drawing ☐ Glass ☐ Graphics ☐ Print Making ☐ Jewelry ☐ Metal Work ☐ Mixed Media 2D ☐ Pottery
- ☐ Mixed Media 3D ☐ Oil ☐ Acrylic ☐ Photography ☐ Digital Art ☐ Sculpture ☐ Textiles ☐ Watercolor ☐ Wood

DESCRIBE YOUR ART

Please include 4-6 sentences detailing: 1) How you create your work? 2) What materials are used in your process? 3) List of items you will be selling 4) Price range for your products

DISPLAY How do you display your artwork / products in your space

Indicate size & quantity Side Walls _____ Grid Panels _____ Tables _____ Racks _____ Display Cases _____ Other _____

ARTWORK IMAGES

Your application must include 6 images of your artwork. Please include all images as instructed below.

- 3 images of your artwork ▪ 1 image of your booth / display ▪ 2 images of the artist creating the artwork, or the artist workshop

SPECIAL REQUESTS Do you have any special requests or needs

- ☐ Handicap Parking ☐ Artwork Needs SHADE ☐ Artwork Needs SUN ☐ Corner Booth
- ☐ Proximity requested to another artist, Artist Name: _____

***Please note** Space assignments will NOT be given over the phone, or prior to day of check in. Requests are considered, but not guaranteed*

TENT WEIGHTS Please describe your accepted tent weights

Description:

PAYMENT INFORMATION

Please note, your credit card will be run as soon as your application is received and juried. Without payment, SAACA cannot guarantee or hold your booth space. No cash refunds will be given for cancellations. If you cancel a minimum of 7 days prior to the festival, you may use your booth fee as a credit towards a future SAACA Festival up to 12 months following the cancel date. Your application will not be considered without accompanied payment.

I will be paying by ☐ CHECK (Made out to SAACA) ☐ CASH ☐ CREDIT CARD (Am Ex 3% Processing Fee)

CC # _____ Exp. _____ Sec Code _____ Signature _____

Name on card _____ Billing Address (if different than above) _____



RULES & REGULATIONS

NONJURIED ARTS & CRAFTS - FEBRUARY 27 & 28, 2016

Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Southern Arizona Arts & Cultural Alliance events.

- **ARTIST WELCOME PACKET** Artist welcome packets will be e-mailed to you no later than one week prior to the festival.
- **BOOTH ASSIGNMENTS** will NOT be given to the artist in advance. All Space Assignments will be given at the time of check in.
- **CANCELLATIONS & REFUNDS** **No refund will be given for cancellations. If you cancel 7 days prior to the festival, you may use your booth fee as a credit towards a future SAACA Festival up to 12 months following the cancel date.**
- **ARTIST COMMISSIONS** No commission on artist sales will be retained by Festival Management.
- **SALES TAX & REPORTING** All artists are responsible for all sales tax from the Department of Revenue.
- **VOLUNTEERS** Festival Volunteers will be on hand during regular festival hours to offer breaks for artists for a maximum of 15 minutes. Volunteers are NOT allowed to assist with sales. Volunteers are not liable for theft.
- **ARTIST CONDUCT** The artist who produces the artwork must be onsite for a minimum of 50% of the festival. Artists are required to occupy their booth for both days for the duration of the festival hours. Artists that leave either before or during the festival will not be invited back to any other SAACA Festival. Artists should arrive on time to the festival allowing for adequate time to unload and set up their materials. SAACA does NOT provide set up, unloading or loading assistance for exhibitors. Intoxication is intolerable. No liquor, smoking or drugs should be in evidence at ANY TIME. Pursuant with Arizona State Law, smoking is ONLY permitted in the areas designated OUTSIDE of the festival area. Inappropriate and/or foul language will also not be tolerated. If your behavior is deemed unruly at anytime during the festival, SAACA reserves the right to eject you from the festival and refuse your participation in any future festival. A refund will not be given in the event of disqualification due to unruly behavior.
- **PARKING** Artists must only park their vehicle during show hours in the designated EXHIBITOR PARKING spaces.
- **BOOTH SPACE** Display areas should be kept free of storage boxes, sloppy tablecloths or clutter at all times. SAACA reserves the right to make changes to an artists display at any time. Each artist is liable for their own trash within their allotted space prior to, during and following the festival. An artist will be fined a minimum of \$100 for clean up following the festival and does so at the risk of not be invited back to a future show.
- **SPECIAL REQUESTS** (e.g. location, proximity to other exhibitors, etc...) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type. Pursuant with State Law, scheduled Fire Department, Health Department and Building Safety Inspectors will be present on site prior to the festival to issue the final permit. Exhibitors must comply with all inspector instructions or modifications to their space and set up so that they are in compliance with pertinent fire codes, laws, ordinances and regulations pertaining to the festival.
- **SECURITY** Festival grounds will be secured overnight. SAACA is not liable for damage, theft or other destruction of artist display, product or bodily harm.

RELEASE & HOLD HARMLESS

This agreement is entered into by and between the Southern Arizona Arts & Cultural Alliance (Producer), the sponsor of the event (Client) and the artist or craftsman filling out, signing, and returning the application (Artist).

The Artist hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Artist's participation in any and all events which have been organized by or through Producer or Client. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and arts or crafts to their designated location, the set up and display of any such structure and art or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Artist hereby expressly assumes any risk of harm to the Artist, works of art or craft, guests or guests' property arising out of their participation and the participation of other artists or agents in any given festival organized by Producer or Client, including any risk resulting from the particular location of the space designated for them by the Producer. The Artist agrees to hold harmless the Client or the Producer from any and all liability for damages to persons or property from any source. If weather, other acts of Nature, or other reasons beyond the control of the Client or SAACA causes the event's cancellation, Artist entry fees will not be returned and neither the Client nor SAACA will be held liable to Artists for failure of the event to take place.

This agreement shall be effective immediately upon execution and shall continue in effect for each and every festival that the Artist participates in that is organized by Producer during the current year.

PLEASE SIGN AND INITIAL

_____ The artwork described in this application is designed by me, the artist, and I will remain present onsite a minimum of 50% of the total show hours.

_____ I agree to abide by the policies set forth by the Southern Arizona Arts and Cultural Alliance and the rules convening each event. I understand that any deviance from the above rules and regulations will result in termination in my participation in the festival.

_____ I agree to allow my artwork images included in this application as well as any pictures of my artwork taken at the festival to be used in all SAACA promotional materials, or published advertising.

_____ I WILL NOT SELL OR EXHIBIT ANY IMPORTED OR PRE-MANUFACTURED GOODS FROM MY SPACE

_____ I have read and will adhere to the accepted tent weight requirements included in the following page of this application. I will weight each leg of my tent with a MINIMUM of 40 pounds.

Printed Name: _____

Signature: _____ Date: _____

Please EMAIL, MAIL or FAX pages 1 & 2 back to SAACA

festivals@saaca.org O - (520) 797-3959 x 0 F - (520) 531-9225 Southern Arizona Arts & Cultural Alliance 7225 N Oracle Rd, Suite 112, Tucson, AZ 85704

Tent Weights to Anchor Your Craft Canopy

Tent weights are absolutely essential for outdoor craft shows. If you don't want to worry about your tent taking flight in a bit of wind, you must properly secure it. It is surprising how easily just a small amount of wind can send a craft tent sailing across the street, particularly when you put up one or more of the side walls. A securely weighted tent will ensure your tent does not take off and damage your inventory or the inventory of craft artists near you or injure someone at the show.

ACCEPTABLE TYPES OF TENT WEIGHTS (Minimum of 40 pounds per leg)

SUSPENDED VS. SECURED TO BASE OF LEG

Canopy weights are either suspended from the top corners of your outdoor canopy or secured to the base of each leg. It is very important to secure the weights around each leg with a bungee cord or rope so that it will never be able to swing like a pendulum.

HOMEMADE VS. STORE BOUGHT

Plenty of professional craft artists use their own homemade systems for weighting tents. Homemade canopy weights are typically slightly less expensive than store bought weights, and they can be custom made to specifically meet your particular needs. Store bought weights, on the other hand, are extremely convenient, and they are typically not that much more expensive to buy when compared with the cost of making your own tent weights.

Weighting your tent correctly is extremely important because an incorrectly weighted tent can cause all kinds of problems and expensive damage. Below, are examples of both homemade and store bought tent weight options so you can determine for yourself which types of weights are best for you.

BUY TENT WEIGHTS

If you plan to buy your tent weights, there are a few types of weights on the market and features to consider and compare. Store bought weights can be purchased in a myriad of types; that you suspend from the top corners of your craft tent; weights that you secure to the base of each tent leg; fillable weights which may be emptied and filled with sand and/or water; weights that consist of cement plates, which are secured to the base of your tent leg and require no filling. **Companies that produce these types of weights include:** Caravan (www.caravancanopy.com), EZ Up (www.ezup.com) and King Canopy (www.kingcanopy.com), which allow you to stay within one family of products for your craft tent related supplies.



MAKE YOUR OWN TENT WEIGHTS

If you plan to make your own tent weights, there are a few solutions that people have used

PVC PIPE WEIGHTS PVC pipes filled with concrete (or sometimes sand), are used by many professional craft artists.

To make your own PVC pipe tent weights you will need:

1. PVC pipe (preferably white) 2. Concrete such as Quikrete 3. End caps. 4. Eye bolts

To make your own PVC pipe weights, simply fill a length of 3-4 inch PVC pipe with concrete (Quikrete is a popular brand and is available at many home building supply stores). Look for white PVC pipe, which will blend in with your white craft tent better than other colors. The length and diameter of the pipe you choose will depend on how much you want the pipe to weigh. Although many people aim for 40 pounds of weight on each leg, you may want to create 8 pipes that weigh 20 pounds each (i.e. two weights for each leg) instead of 4 pipes that weigh 40 pounds because the 20 pound weights will be easier to manage. If you go to a home building supply store that provides good customer service, they will be able to help you do the math on the amount of concrete (and, therefore, the size of PVC pipe) you will need to create the amount of weight you want. Secure end caps onto one end of each PVC tube. Mix the concrete according to directions, and pour into the PVC pipes. After you pour the mixed concrete in the pipe, and before it sets, insert a ring bolt into each weight, which will allow you to hang the weights from the corners of your tent. Many people use bungee cords to hang their weights. Please ensure weights are secured well, especially around the base of each leg so as not to allow the PVC tube to ever swing like a pendulum.

Canopy Safety 101: Your Guide to Canopy Safety

Most accidents at Arts Festivals involve wind blown tents, canopies and umbrellas. All artists are required to minimize the risk caused by canopies by following rules for canopy safety. Canopy weights must be attached to vendor canopies at all times. In certain inclement weather conditions even properly secured canopies can be precarious. If canopies need to be taken down in the middle of the festival due to inclement weather, vendors should direct customers to move out of the way so they are not injured. Weights should be secured in a manner that does not create its own safety hazard. Weights should not cause a tripping hazard and should be tethered with lines that are clearly visible. Weights should have soft edges to avoid causing cuts and scrapes, all weights must be securely attached and weights should be on the ground, or midway to the canopy leg (NOT above people's heads)

Always be prepared

You should always have your canopy secured to the ground. It is not enough to have the tools necessary to secure your canopy on hand if you do not employ them. Strong gusts can come up without warning anywhere, at any time. After your canopy takes flight and causes damage it is too late to decide to secure your canopy. You should assume winds will come. Indeed, they often do. Always secure canopies. During setup and breakdown periods canopies are vulnerable to wind. Stay alert. During the peak business hours of markets, the mere presence of hundreds of shoppers, along with the tight configuration of all the vendors, creates a disruption in the flow of wind, reducing its force through the festival area. But at setup and breakdown times, the shoppers are gone, the solid block of vendors is disrupted, and you are at some point in the process of setting up or taking down your canopy. You must be sure to completely secure your canopy as soon as you set it up, and take down your canopy as soon as you remove its weights at the end of the day. Do NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy.

Examples of good canopy weights

- Filling an empty bucket (2.5 gallon works great) with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the bucket on the feet of the canopy.
- Filling buckets/containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- Sandbag weights that are specially made for securing canopies and weigh at least 40 pounds. These sandbag weights are vertical and can be strapped the legs of the canopy.
- PVC pipe capped and filled with cement can be hung on the inside of canopy poles as long as it is secured so that it does not collide with customers, nor swing around like a pendulum. The best weights are strapped to the bottom of each leg, and then tethered via a bungee to the top corner of the canopy, thus lowering the center of gravity of the canopy. In a strong gust of wind, even canopies secured with enough weight, can be broken if the weights are not suspended from the top corners of the canopy.

Examples of Bad Canopy Weights

- Gallon water jugs are not heavy enough for large gusts of wind. One gallon of water weighs 8 pounds. One gallon of water on each corner would be the equivalent of a 3 year old child trying to hold down a 100 square foot parachute.
- Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as customer safety.
- Sandbags that cannot be placed upright and securely tied to the tent or canopy should not be used.
- In addition to not providing enough grip to prevent a canopy from taking flight in a strong gust of wind, tent stakes are barely visible to shoppers and can cause a serious tripping hazard to an unsuspecting customer.
- **Never use cement blocks!** They are hard, easy to trip over, and are very effective toe and shin breakers.
- At all costs, avoid stretched out cords and lines. Customers and their children will get them wrapped around their arms or legs, causing them to trip and fall, and perhaps pull over your displays in the process.