

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 29, 2012 through January 5, 2013



City of Arts & Innovation

INSTRUCTIONS

Please read the following instructions prior to completing the attached application.

The City of Riverside is proud to host the 20th Annual Festival of Lights Switch-On Ceremony on Friday, November 23, 2012 and the 2012 Festival of Lights to be held Saturday, November 24, 2011 through Saturday, January 5, 2013.

As a new addition to the Festival of Lights festivities, Division 9 Gallery will organize and present ARTISANS COLLECTIVE, an innovative arts market where the community may purchase original art from local artists, hear local musicians and participate in free public arts workshops.

The ARTISANS COLLECTIVE will be held from 5-10pm Thursday through Sunday, beginning on Thursday, November 29 and ending on Saturday, January 5, 2013.

A completed *Festival of Lights* ARTISANS COLLECTIVE Application must be submitted by any company/vendor that would like to be considered for this City-sponsored event. The primary function of this Application is to understand and incorporate Artisans based on the specified requirements and appropriateness as it relates to the *Festival of Lights*.

Terms and Payment Information

Application Review Process

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, Division 9 Gallery will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application. Upon completion of the Review Process, a letter will be mailed to you indicating whether your Application has been approved or denied.

Fees

There are no fees directly associated with submitting an Application. However, there are Artisan Booth Fees associated with participation in ARTISANS COLLECTIVE during the 20th Annual Festival of Lights. Please see the attached Artisan Fee Chart and Payment Schedule on Page 4 for details.

Other Terms and Conditions

Artisan is required to sign and submit a *Festival of Lights Artisans Collective Agreement* at the first Artisan Meeting. An Agreement is to be filled out and signed by every approved/accepted Artisan. The Agreement must be signed and received at Division 9 Gallery located at 3850 Lemon Street, Riverside, CA 92501 no later than 4 p.m. on Thursday, November 1, 2012.

Should you require assistance or have any questions, please contact the Division 9 Gallery at (951) 965-4392 or via email at div9gallery@yahoo.com

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Artisan Submission Information

DEADLINE – 4 p.m. on Tuesday, November 13, 2012

Electronic Submission

Artisans may complete the Application electronically and submit their completed Application and all attachments via email. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to div9gallery@yahoo.com

Walk-In/US Mail Submission:

Artisans may print out and complete the Application by hand. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to:

Cosme Cordova
Division 9 Gallery
3850 Lemon Street
Riverside, CA 92501

Required Attachments:

Images of your art for sale and booth setup are required as an attachment to this application.

- Hard Copies: 5 images of 4 x 6 High-resolution or glossy photos - 3 of individual items listed for sale, and 2 images of a booth set up for display.
- Digital images: 5 jpeg files – 3 of artwork, 2 of the booth set up can be emailed to div9gallery@yahoo.com

Additional Required Documentation

Once notified that you have been accepted as an Artisan for the *Festival of Lights*, a copy of the following items must be received in our office no later than **4 p.m. on Tuesday, November 13, 2012.**

A **COPY of valid Seller's Permit** - for more information on how to obtain a free sellers permit through the California State Board of Equalization go to: <http://www.boe.ca.gov/sutax/faqseller.htm>
Options for a 90 day temporary permit are also available.

Artisan Booth Details

Set-Up

The City will provide each Artisan with one (1) 10' x 10' white canopy and one 8 foot tablecloth (Artisans are responsible for providing their own table and chairs). Artisans are required to use the city-provided canopy unless otherwise agreed to in writing by City staff. Artisans may request a larger canopy for an additional fee. This request must be approved, and agreed to, in writing by City staff. **Artisans are required to have their city-provided canopy completely set-up, decorated and ready for inspection no later than 4 p.m. daily. Artisans must be open to customers no later than 5 p.m., closing no earlier than 10 p.m.**

Artisan is expected to leave their area in the same condition it was when they arrived on-site and are not permitted to make any structural modifications to city-provided canopies. Cleaning deposits **may** be required but the need will be determined on a case by case basis by event staff.

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Utility Requirements

This section is used to determine if the City of Riverside can accommodate your utility requirements and, if so, where you will be set up during the event. Please fill out the following section as accurately as possible; inaccuracies may cause set-up delays on the day of the event and may cause your booth/trailer to be shut down. Artisans are responsible for bringing their own heavy-duty extension cords (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords (i.e. duck tape, gaffers tape, etc.).

- I will bring my own silent generator and will not require the use of the City's power.
- I will require the use of City's power/water and understand that there may be an additional cost.

Please fill out the following section:

Utilities Needed:

- Electricity Water

Please list your **EXACT** electrical requirements. This is written in either watts or amps on each appliance. It is your responsibility to **BE ACCURATE**. Inaccuracies may cause set-up delays and may cause your booth/trailer to be shut down.

_____Watts _____Amps _____Volts

Please describe what equipment will be powered:

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Artisan Booth Fee Information

ARTISANS COLLECTIVE payments must be in the form of a check or money order made payable to Division 9 Gallery and must be received in our office at 3850 Lemon Street no later than 4 p.m. on Tuesday, November 13, 2012.

Please review the chart below for your specific Vendor Booth Fee(s) and Payment Due Date (s).

ARTISANS COLLECTIVE Artisan: \$25 / day, 8 day Minimum

Please check ALL desired dates (each date requires the Artisan to be set up by 4pm and ready to sell from 5pm to 10pm)

Date	Initial Desired Dates
Thursday, November 29, 2012	
Friday, November 30, 2012	
Saturday, December 1, 2012	
Sunday, December 2, 2012	
Thursday, December 6, 2012	
Friday, December 7, 2012	
Saturday, December 8, 2012	
Sunday, December 9, 2012	
Thursday, December 13, 2012	
Friday, December 14, 2012	
Saturday, December 15, 2012	
Sunday, December 16, 2012	
Thursday, December 20, 2012	
Friday, December 21, 2012	
Saturday, December 22, 2012	
Sunday, December 23, 2012	
Thursday, December 27, 2012	
Friday, December 28, 2012	
Saturday, December 29, 2012	
Sunday, December 30, 2012	
Thursday, January 3, 2012	
Friday, January 4, 2012	
Saturday, January 5, 2012	

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Mandatory Artisan Meeting:

Tuesday, November 13, 2012 at 5:00-6:00 pm at Division 9 Gallery: 3850 Lemon, Riverside, CA 92501

CONTACT INFORMATION

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different from above): _____

Primary Contact Name & Title: _____

Phone: (_____) _____ **Cell:** (_____) _____ **Fax:** (_____) _____

E-Mail Address: _____

Secondary Contact Name & Title: _____

Phone: (_____) _____ **Cell:** (_____) _____ **Fax:** (_____) _____

E-Mail Address: _____

Business Website (if applicable): _____

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BUSINESS INFORMATION

This section is intended to provide us with basic information regarding your booth set up and original art. The size of your booth may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats.

Is your business a sole proprietorship? Yes No

Is your business a corporation? Yes No

Do you have a valid Seller's Permit* issued by the State of California? Yes No

Booth Dimensions: _____

Please describe the nature of your business:

Please list items the type of original art for sale with corresponding prices (if applicable, attach menu or catalog):

Note: Please be sure to provide photos of original art for sale along with a photo of your entire booth set-up.

* If accepted as an Artisan, the City will require copies of your Seller's Permit. Copies must be received in our office no later than 4 p.m. on Tuesday, November 13, 2012.

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SELLING EXPERIENCE

Please provide a chronology of your selling experience(s) beginning with the most current:

<u>Company Name</u>	<u>Location/Venue</u>	<u>Start Date</u>	<u>End Date</u>	<u>Items Sold</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES

Please list other artists/organizations or people who are knowledgeable about your selling and/or other arts activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>	<u>Relationship</u>
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____

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INSURANCE AND INDEMNIFICATION REQUIREMENTS

ARTISAN AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR ARTISAN PRIVILEGES AT ANY CITY OF RIVERSIDE SPECIAL EVENT, TO THE FOLLOWING:

Insurance Requirements:

Artisans exhibiting for the ARTISANS COLLECTIVE are Category 3 level event participants, therefore no insurance is required to participate in the event.

Indemnification

Artisan agrees that except as to sole negligence or willful misconduct of the City of Riverside, Artisan shall defend, indemnify, and hold the City, and their officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees which arise out of or is in any way connected with the Artisan's temporary booth/trailer during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary booth/trailer. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Artisan, Artisan's employees, subcontractors or agents.

Applicant's Name (Please Print)

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Date/Time Application Received: _____

Approved _____ (Date & Initial)

Denied _____ (Date & Initial)

Reason: _____
