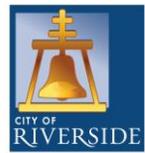


Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

ABOUT

Artisans Collective

**The Festival of Lights welcomes an Innovative Arts Market
Presented by Division 9 Gallery and the City of Riverside**

Seeking Artisan Vendors - Handmade, Unique Artisan Wares

Be a part of the 2016 Festival of Lights, which draws thousands of people to downtown Riverside every year. Artisans Collective encourages the community to buy local, offering a market that represents artisans dedicated to making hand-crafted, one-of-a-kind art, jewelry, ceramics, paintings, metal works, garments, stationary, and much more!

November 25, 2016 – January 7, 2017

Every Friday, Saturday and Sunday, as well as Monday-Wednesday December 19-21, 2016, from 5-10 pm on Main Street in front of the Culver Center.

(Open 5-9 pm on December 24, 2016 and Closed all of December 25, 2016)

Artisans will be provided with their own canopy and access to electricity.

The booth rental is only \$25 a night. To participate, please fill out vendor application below. For questions, contact Megan Elder (951) 826-5193 or Cosme Cordova (951) 965-4392.

INSTRUCTIONS

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

The City of Riverside is proud to host the *24th Annual Festival of Lights Switch-On Ceremony* on Friday, November 25, 2016 and the *2016 Festival of Lights* to be held Saturday, November 26, 2016 through Saturday, January 7, 2016.

As a part of the Festival of Lights festivities, the City of Riverside and 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.

The ARTISANS COLLECTIVE will be held from 5-10 pm, Friday, Saturdays and Sundays beginning on Friday November 26, 2016 and extending until Friday, January 7, 2017.

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*.

Items for sale must be 60% handmade by the artisan displaying work. For example, if you are selling jewelry, 60% of the each piece sold must be handmade by the displaying artisan.

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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 and the City of Riverside will screen the submitted information. Upon completion of the Review Process, you will be contacted you via email and contact phone number to indicate 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 24th Annual Festival of Lights. Please see the attached Artisan Fee Chart and Payment Schedule on Page 5 for details.

Contact

Should you require assistance or have any questions, please contact Artisans Collective Coordinator:

Megan Elder at Arts & Cultural Affairs
(951) 826-5193

Cosme Cordova at Division 9 Gallery
(951) 965-4392

Email at: melder@riversideca.gov

email at: div9gallery@yahoo.com
website: www.artisanscollective9.com

Artisan Application DEADLINE:

DEADLINE – 4 p.m. on Friday, November 4, 2016

Electronic Submission

Artisans may complete the Application electronically and submit their completed Application and all attachments via email. Submit your completed Application with attachments to melder@riversideca.gov

OR Walk-In/US Mail Submission:

Artisans may print out and complete the Application by hand. Once the Application is completed, you may submit your completed Application with attachments to:

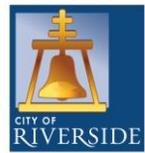
Riverside Metropolitan Museum
Attn: Artisans Collective
3580 Mission Inn Ave.
Riverside, CA 92501

*Museum is closed on Mondays

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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.
- OR Digital images: 5 jpeg files – 3 of artwork, 2 of the booth set up can be emailed to melder@riversideca.gov

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 at 3580 Mission Inn Ave. no later than 4 p.m. on Friday, November 11, 2016.

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 (Artisans are responsible for providing their own table and chairs and a white linen/table cover). Artisans are required to use the city-provided canopy unless otherwise 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.

WEATHER

Please be prepared. The Artisans Collective will be held rain or shine. If there is a cancellation due to weather, you will be notified by staff.

Be equipped for protecting your work during rain and wind. Suggested weather kit includes tarps to cover work and sandbags to hold vulnerable set-ups including display.

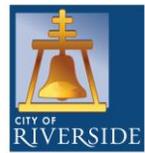
Utility Requirements

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 to be shut down. Artisans are responsible for bringing their own heavy-duty extension cords (up to 100 feet may be necessary), power strips (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords (i.e. duct tape, gaffers tape, etc.). **Absolutely no portable heaters allowed.**

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

Utility Usage Information

- 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:

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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 3580 Mission Inn Ave. no later than 4 p.m. on Tuesday, November 8, 2016.

ARTISANS COLLECTIVE Artisan: \$25/day, 4 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
Saturday, November 26, 2016	
Sunday, November 27, 2016	
Friday, December 2, 2016	
Saturday, December 3, 2016	
Sunday, December 4, 2016	
Friday, December 9, 2016	
Saturday, December 10, 2016	
Sunday, December 11, 2016	
Friday, December 16, 2016	
Saturday, December 17, 2016	
Sunday, December 18, 2016	
Monday, December 19, 2016	
Tuesday, December 20, 2016	
Wednesday, December 21, 2016	
Friday, December 30, 2016	
Saturday, December 31, 2016	
Sunday, January 1, 2017	
Friday, January 6, 2017	
Saturday, January 7, 2017	

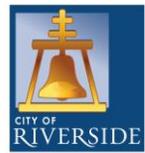
Mandatory Artisan Meeting:

Tuesday, November 15, 2016 at 6:00-7:00 pm at Division 9 Gallery: 3850 Lemon, Riverside, CA 92501

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

CONTACT INFORMATION

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

Primary Contact Name & Title: _____

Phone: (____) _____ Cell: (____) _____

E-Mail Address: _____

Secondary Contact Name & Title: _____

Phone: (____) _____ Cell: (____) _____

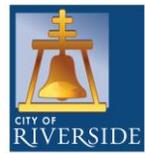
E-Mail Address: _____

Business Website (if applicable): _____

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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 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 Friday, November 11, 2016.

Festival of Lights ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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

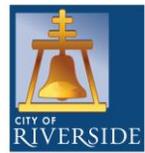
Please list other artists/organizations or people who are knowledgeable about your selling and/or other arts activities:

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

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 26, 2016 through January 7, 2017



City of Arts & Innovation

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: _____
