

City of Arts & Innovation

Festival of Lights

ARTISANS COLLECTIVE APPLICATION

November 30, 2019 through December 29, 2019

ABOUT: ARTISANS COLLECTIVE

The Festival of Lights welcomes an Innovative Arts Market presented by the City of Riverside.

Seeking Artisan Vendors - Handmade, Unique Artisan Wares

Be a part of the 2019 Festival of Lights, which draws over 700,000 people to downtown every year for the duration of the Festival. 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 30, 2019 – December 29, 2019

Every Thursday, Friday, Saturday and Sunday, from 5-10 pm on Main Street between Ninth Street & University Avenue.

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

The booth rental is only \$25 a night. Artisans are required to sell a minimum of 4 days. To participate, please fill out vendor application below.

Contact

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

Krystal Erickson, City of Riverside
(951) 826-5408
Email at: kerickson@riversideca.gov

INSTRUCTIONS

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

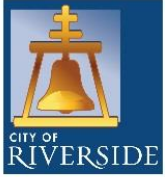
The City of Riverside is proud to host the *Annual Festival of Lights Switch-On Ceremony* on Friday, November 29, 2019 and the *2019 Festival of Lights* to be held Saturday, November 30, 2019 through Tuesday, December 31, 2019.

As part of the Festival of Lights festivities, the City of Riverside will organize and present ARTISANS COLLECTIVE, an innovative arts market where the community may purchase original art from local artists.

The ARTISANS COLLECTIVE will be held from 5-10 p.m., Thursday, Friday, Saturday and Sunday beginning on Saturday, November 30, 2019 and extending until Sunday, December 29, 2019.

A completed *Festival of Lights* ARTISANS COLLECTIVE application must be submitted by any 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.



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DEADLINES AND PAYMENT INFORMATION

Application Review Process

Only completed applications will be reviewed. Application process schedule is as follows:

Action	Date
Application Submission Deadline	Friday, September 27, 2019
Notification Selection via Email	Friday, October 11, 2019
Additional Requirements Due	Friday, November 1, 2019
Formal Information Meeting (MANDATORY)	Tuesday, November 12, 2019
Schedule Payments Due	Friday, November 15, 2019
Final Schedule Released	Monday, November 18, 2019

Fees

There are no fees directly associated with submitting an application. However, if you are selected as an Artisan, there is a \$25 fee per day you will be selling, Artisans are required to sell a minimum of 4 days.

The TOTAL PAYMENT will be due by **Friday, November 15, 2019**. Payments must be in the form of a check or money order made payable to City of Riverside and must be received in our office no later than 4 p.m. on Friday, November 15, 2019.

Riverside City Hall
 ATTN: Krystal Erickson
 Arts & Cultural Affairs—5th Floor
 3900 Main St. Riverside, CA 92522

ARTISAN APPLICATION DEADLINE

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 specialevents@riversideca.gov.

APPLICATION SUBMISSION DEADLINE: SEPTEMBER 27, 2019

Additional Requirements

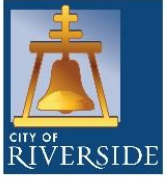
Images of your art for sale and booth setup are required as an attachment to this application.

- 5 photos - 3 of individual items listed for sale and 2 images of a booth set up for display.

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 no later than **4 p.m. on Friday, November 1, 2019**.

- **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.



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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, 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.**

Artisans are 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. **Please note if there is a cancellation due to weather, there are NO REFUNDS.**

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.

Parking

Parking will not be provided.

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 utility requirements 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 (minimum of 100 feet), power strips (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords (i.e. gaffers tape, etc.) **Absolutely no portable heaters OR charging of electronics allowed.**

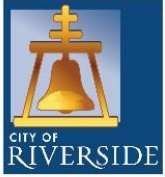
Mandatory Vendor Meeting:

Tuesday, November 12, 2019 at 5:30 - 6:30 p.m.

Riverside City Hall

7th Floor Mayor Ceremonial Room

3900 Main St. Riverside, CA 92522



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APPLICATION

CONTACT INFORMATION

Business Name: _____

Street Address: _____

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

Contact Name: _____

Phone: (_____) _____ **Mobile:** (_____) _____

E-Mail Address: _____

BUSINESS INFORMATION

This section is intended to provide City Staff with basic information regarding your booth set-up and original art. 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 City of Riverside Business Tax Certificate? Yes No

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

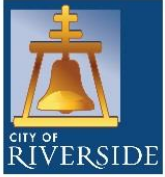
Sellers Permit Number: _____

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 your business to have your Seller's Permit. Must provide verification no later than 4 p.m. on Friday, November 1, 2019.



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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 and End Date</u>	<u>Items Sold</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

Please list other vendors/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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UTILITY REQUIREMENTS

- 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 and understand that there may be an additional cost. *

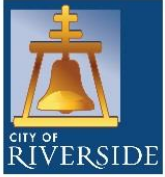
Utilities Needed: Electricity

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:

* The use of electricity for electrical heaters, charging of electronics or any other appliance will NOT be allowed.



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Artisan Booth & Fee Information

Payments must be in the form of a check or money order made payable to City of Riverside and must be received in our office no later than 4 p.m. on Friday, November 15, 2019.

ARTISANS COLLECTIVE Artisan: \$25/day, 4 day Minimum. Please initial ALL desired dates (each date requires the Artisan to be set up by 4pm and ready to sell from 5pm to 10pm)

Note: Dates desired are NOT guaranteed.

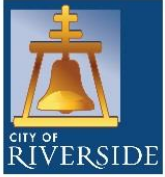
Date	Initial Desired Dates	Date	Initial Desired Dates
Saturday, November 30, 2019		Sunday, December 15, 2019	
Sunday, December 1, 2019		Thursday, December 19, 2019	
Thursday, December 5, 2019		Friday, December 20, 2019	
Friday, December 6, 2019		Saturday, December 21, 2019	
Saturday, December 7, 2019		Sunday, December 22, 2019	
Sunday, December 8, 2018		Thursday, December 26, 2019	
Thursday, December 12, 2018		Friday, December 27, 2019	
Friday, December 13, 2018		Saturday, December 28, 2019	
Saturday, December 14, 2018		Sunday, December 29, 2019	

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APPLICANT AGREEMENT

Applicant must initial next to each statement indicating their agreement to and understanding of the statement.

_____ Applicant agrees to abide by all guidelines during the Artisans Collective as outlined within the application and information packet.

_____ Applicant agrees to indemnify and hold harmless the City of Riverside, its agents, officers, employees and volunteers from any and all claims for damage, liability, injury, loss of property, expense and costs allegedly incurred.

_____ Applicant understands parking will not be provided and/or paid for by the City.

_____ Applicant understands electricity provided is solely for the use of decorative and lighting purposes. Electricity may not be used for heaters, phone and/or other electrical chargers, or items similar.

_____ Applicant is required to leave the facility in the same condition in which it was first occupied. This includes cleaning and the removal of anything brought within the Festival of Lights footprint.

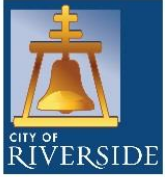
I, _____, understand that there is no refund in the event there is a cancellation of the event for the day for any reason.

I, _____, understand if I do not attend the Mandatory Meeting, provide the necessary paperwork, or submit the final payment by the final date, I forfeit my application and will be denied of any dates if given.

Applicant's Name (Please Print)

Applicant's Signature

Date



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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) Reason:

Denied _____ (Date & Initial)