



## **Call for Artists/Vendors!** ***Beattie Is 2019***

The Rockford Area Arts Council is looking for **ALL** artists to participate in the "Beattie Is 2019" Arts Festival!

### **Date**

**Sunday, September 8, 2019**

11 a.m.-6 p.m.

*Rain or Shine!*

### **Location**

City Market Block

Corner of Market St. and Water St. in downtown Rockford, IL

### **Artist Fee**

***Artist/Vendor Booth Fee...***

\$20 RAAC members/\$50 non-members (includes one year RAAC membership).

**Please return the application, signed waiver and your fee to:**

Rockford Area Arts Council

713 E. State Street

Rockford, IL 61104

**or....**

**email to: [a.naber@artsforeveryone.com](mailto:a.naber@artsforeveryone.com)**



# ***Beattie Is...Back!***

## ***Artist/Vendor Application***

**Artist/Vendor Name:** \_\_\_\_\_

**Gallery/Studio Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
*(Required)*

**Address:** \_\_\_\_\_

**Please list all items you will be exhibiting/selling :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Vendor Checklist**

|   |                          |
|---|--------------------------|
| <b>Complete, sign and enclose the vendor application WITH payment</b>                 | <input type="checkbox"/> |
| <b>Payment method accepted: Cash, Credit Card or Check (<i>payable to "RAAC"</i>)</b> | <input type="checkbox"/> |

All vendors must have an approved application on file with the Rockford Area Arts Council to share, sample, or sell products with the public within the event. The Rockford Area Arts Council and the Festival Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Beattie Is 2019 Arts Festival. Further, the participant shall defend and indemnify the Rockford Area Arts Council and the Festival Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the information, Rules, and Regulations outlined by the Rockford Area Arts Council in the Vendor Application for 2019. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **ARTIST/VENDOR INFORMATION, RULES AND REGULATIONS**

## **IMPORTANT INFORMATION! PLEASE READ CAREFULLY!**

Beattie Is 2019 ♦ Sunday, September 8, 2019 ♦ 11:00 am-6:00 pm

### **ARTIST REQUIREMENTS**

#### **♦ Artist Booth Fee:**

\$20 RAAC members/\$50 non-members (includes one year RAAC membership).

- ♦ ARTIST vendor spaces are 10ft x 10ft.

### **EVENT HOURS/SET-UP/BREAKDOWN**

- ♦ The festival will run from 11:00 am-6:00 pm on Sunday, September 8, 2019. Vendors are required to be ready and open by 11:00 am and remain open until 6:00 pm.
- ♦ Vendors will be allowed in the set-up area for unloading from 8 am-10 am. **ALL VEHICLES MUST BE OUT OF THE EVENT AREA NO LATER THAN 10:00 AM.** Parking is available on the street and the areas surrounding the festival. Do not park in private lots—your vehicle may be towed.

### **SALES INFORMATION**

- ♦ All vendors must submit their application with a detailed description of all items that will be exhibited or for sale.
- ♦ Absolutely NO tobacco or alcohol can be sold. NO illegal drugs or drug paraphernalia will be allowed.
- ♦ All applicable State, City & County sales taxes are the responsibility of the individual artist and must be paid directly to the required city, county, or state.

### **CLEAN-UP**

- ♦ **NO EARLY DEPARTURES. All booths must remain open until the festival ends at 6 pm.** It is the responsibility of the vendor to clean the allotted booth space including removal of their own trash.
- ♦ The vendor must clean their allotted booth space immediately upon the conclusion of the event at 6 pm.

### **ELECTRICITY**

- ♦ If you require electricity, please contact RAAC and we will confirm availability with Rockford City Market.

### **BOOTH DÉCOR**

- ♦ The Festival Committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No items shall be displayed on the ground or outside the allotted booth space.
- ♦ Signage and booth decorations are encouraged as long as they are in good taste and do not interfere with neighboring vendors.

### **APPLICATION INFORMATION**

- ♦ Vendor acceptance and booth assignments are made on a first come, first served basis, according to when the application AND payment are received.
- ♦ When mailing in your completed and signed application, please include payment /credit card or check payable to "Rockford Area Arts Council."
- ♦ Cancellations must be received in written form no later than August 9, 2019 for a full refund.
- ♦ Vendor confirmation and booth assignments will be EMAILED out no later than 2 weeks prior to the event date.  
**No paper confirmation will be sent so please make sure to have a valid email address on file.**