



## **Call for Artists/Vendors!**

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

The Rockford Area Arts Council is looking for **ALL** artists to participate in the 15<sup>th</sup> Annual "Beattie Is...Back" Arts Festival!

#### **Date**

**Saturday, September 8, 2018**

9 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!  
Arts Festival

ARTIST/VENDOR APPLICATION  
Saturday | September 8, 2018  
Event Runs 9 AM to 6 PM

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

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

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Please list all items you will be exhibiting/selling :

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

### Vendor Checklist

Complete, sign and enclose the vendor application WITH payment	
Payment method accepted: Cash, Check, Credit Card	

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...Back 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 2018. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

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

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

Make checks payable to Rockford Area Arts Council  
713 E. State Street, Rockford, IL 61104

OR EMAIL [a.naber@artsforeveryone.com](mailto:a.naber@artsforeveryone.com)

# ARTIST/VENDOR INFORMATION, RULES AND REGULATIONS

## IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

Beattie Is...Back ♦ September 8, 2018 ♦ 9:00 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 9:00 am-6:00 pm on Saturday, September 8, 2018. Vendors are required to be ready and open by 10:00 am and remain open until 6:00 pm.
- ♦ Vendors will be allowed in the set-up area for unloading from 6 am-10 am. You may NOT begin assembling your booth until after your vehicle is removed from the event area. Parking is available on the street and the areas surrounding the festival. Do not park in private lots—your vehicle may be towed. **ALL VEHICLES MUST BE OUT OF THE EVENT AREA NO LATER THAN 10:00 AM.**

### 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

- ♦ There will be NO access to electric.

### 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 by check or credit card.
- ♦ Please address checks to "Rockford Area Arts Council."
- ♦ Cancellations must be received in written form no later than August 10, 2018 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.