**2018 Art Vendor Booth/Make & Take –Application**

**EMAIL**: **FAX**:

[arts@mattoonillinois.org](mailto:arts@mattoonillinois.org) 217-258-6480

**4 OPTIONS TO SUBMIT APPLICATION**

**DROP OFF**:

Tourism & Art 1718 Broadway Train Depot

**MAIL**:

Artworks/MAC 208 North 19th St. Mattoon IL 61938

Organization/Contact Person:

Address City/State/Zip

Home/Cell#: ( ) ( ) Email/Fax:

Website/Facebook:

Please mark the **TOP TWO PRIMARY** classifications:

|  |  |  |
| --- | --- | --- |
| Basketry | Blacksmithing | Furniture |
| Candle making | Folk art | Glass |
| Jewelry | Leather | Painting |
| Fine Arts | Pottery | Textiles |
| Photography | Garden décor | Wood carving/working |
| Printmaking | Home décor | OTHER (Explain below) |
| OTHER: |  |  |

DESCRIPTIONS: (Please describe in detail the items you wish to exhibit and sell.)

BOOTH SIZE**:** 12’x 12’ space

$25 cash/check *Early Bird Booth Fee $25.00* ***(Apply by Friday May 4th)***

$40 cash/check *Booth Fee $40 (****Apply by Friday June 1st****)*

$20cash/ check *Demonstrations at Booth* ***(Apply by Friday May 4th)***

*$15* cash/check *Interactive Activity/Make & Take* ***(Supply assistance available)***

***\_\_\_\_\_\_****$0**Make & Take Only or Demonstrations Only*

**Number of 12’ x12’** Space needed @$ per space = Total $

**Electrical needs:** Number of 110 Number of 220

## CHECKS: Make payable to MAC

**Artworks 2018- Release & Waiver**

Name/Organization: (Printed)

## Artworks Rules and Regulations:

* I understand that I am applying as an art vendor and that this application does not automatically allow me to exhibit or sell during the Festival. Artworks will not be responsible for any loss of business or personal property of vendors. The City of Mattoon and the Artworks Committee reserve the right to interpret the rules and regulations and amend such rules and regulations at its discretion that it might deem appropriate and to enforce compliance with such rules and regulations. Any violation of these rules and regulations and/or failure to comply with the vendor application requirements shall result in immediate forfeiture of all monies deposited and rights to participation in the Festival. I understand that I will be notified by mail as per my acceptance. In consideration of my application, I have fully read and agree to the rules and regulations and I intend to be legally bound for myself, my heirs, executors and administrators, waive, release and forever discharge any and all rights and claims which I may hereafter accrue to me against the City of Mattoon, Artworks 2018, and/or any of their promoters for any and all injuries suffered.

## Artist Release:

* I, the above named, hereby assume all risks and hazards incidental to any participation in the 2018 Artworks, held on June 16, 2018 from 10:00 a.m. to 4:00 p.m. The Artist warrants and represents that he or she is the sole legal owner of all right, title and interest in all Artwork, including all related intellectual property interests such as trademarks and the sole and exclusive copyright in all artwork, and has the full right and authority to enter into this Agreement and grant the rights listed in this Agreement. Also Artist agrees to release the use of his/her likeness and all items for booth with the promotion of Artworks and for all media platforms of the Mattoon Arts Council.

## Waiver of Liability:

* I do hereby expressly release and hold harmless the parties listed below: City of Mattoon and all of its staff, volunteers, and resident artists, individually and collectively, from liability for all damages to or for the loss of the artwork that I am voluntarily submitting, including transportation to and from activities as well as setup and teardown preceding and subsequent to the sale time listed above. I do hereby release and hold harmless the above listed parties from any claim arising from and usage of the facilities.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE POLICIES AS STATED ABOVE.**

**Artist Participant Signature**

**Date**

**Representative of City of Mattoon Signature**

# Rules and Regulations

**BOOTH SETUP/REMOVAL:**

Art vendors need to be ready and set by 10am on June 16th 2018. Tear down for all vendors will not begin until 4:00

p.m. For the safety and convenience of our vendors and guests, any breakdown prior to 4:00 pm is prohibited. Failure to adhere to this breakdown time will result in a non-complying vendor being denied participation in future festivals.

**APPROVED VENDORS:** Only vendors whose organization/company(s) name that are approved by the festival committee

**SECURITY:** Security is not provided for individual booths. The Festival will not be responsible for losses of any kind.

**CLEANUP:** It will be the responsibility of each vendor to maintain a clean and presentable booth. Vendors are responsible for the removal of ALL materials, litter and garbage and will deposit those materials. The Lone Elm Room at the Depot located at Broadway and 17th will be available for vendor cleanup. The facility will be open and available for use from 9 a.m. to 5 p.m. You will need to provide your own cleaning supplies. We do ask that you please respect the other vendors and help us keep the area clean and neat.

**CUT-OFF DATE**: Applications received after June 1st are not guaranteed a spot at the festival. **Applications must be received in the Tourism and Arts office no later than Friday June 1st, 2018 for processing. An email and/or call of confirmation will follow your submission.**

**CHECK-IN:** Upon arrival, vendors must check in at the Mattoon Arts Council Hospitality Tent. Here you will receive your directions for entering the Festival.

**ACCESS AND PARKING FOR FESTIVAL:** All vehicles must be removed from the Festival Area by 10am. Vendors restocking from vendor vehicles will be allowed on site, but said vehicles must not remain inside the festival area for any longer than it takes to restock.

**CANCELLATION:** A refund request must be received in writing by June 1st 2018 to give the Festival organizers time to fill the space.

**ELECTRICITY:** Vendors must indicate on the application if the electrical power is required.

**MERCHANDISE:** At no time shall the vendor display or sell material, which in the sole judgment of the Artworks committee is deemed obscene, dangerous or unlawful. Expressly prohibited are items including but not limited to the following: drug paraphernalia, knives, spears, Japanese stars, sharp items, weapons, or compressed gas tanks.

**INSURANCE:** The Artworks Committee does not require art vendors to provide Proof of Liability Insurance if you sign the attached liability waiver page. If you have insurance companies may fax this information to our office at 217-258-6480. Please contact your insurance agent for more questions

**REFRESHMENTS:** Small coolers filled with water and/or sodas may be brought to your vendor site (not for resale purposes). Coolers are subject to inspection by the Art Works Committee.

**NO ALCOHOLIC BEVERAGES ALLOWED FOR CONSUMPTION AT YOUR VENDOR SITE. DRUGS AND ALCOHOL ARE PROHIBITED.**