



## ART VENDOR APPLICATION FORM

**\*\*Deadline Extension\*\* Friday, March 30, 2018 by 5:00 P.M.**

Art Vendors are invited to participate in the 3rd Annual Crawl Event in Old Town California for vending opportunities **June 23rd only from 10-4pm.**

### THE EVENT

On June 23, 2018 Old Town California and California Progress, Incorporated (CPI) will host *an Art Crawl, the 3rd Annual Crawl in California, MO.* The Art Crawl is a free event that provides an opportunity for the community to experience Old Town California in a whole new light with amazing hand picked Artists and Craftspeople displaying and selling one of a kind works of art, chalk art, live music, and delicious food!

**NOTE: Vending Opportunities are June 23rd**  
**Hours of Operation:**  
**Saturday, June 23: 10:00 am – 4:00 pm**  
**Set Up Time: 8:30am-9:45am**

### ART VENDOR APPLICANT INFORMATION

Applications must be **received** by **5:00 pm on Friday, March 30, 2018.** E-mail, hand delivery, and USPS are acceptable methods of submission. Accepted art vendors will be notified and charged a nominal fee for the vendor space. Vendors are responsible for all operation equipment and supplies. Vending opportunities are available on **June 23rd ONLY.** Spaces are limited!

**ART VENDOR CRITERIA AND SELECTION** All items must be handmade or created using appropriate tools by the person selling. **Absolutely NO resale or copyright images are permitted.** In order to ensure diversity and product integrity the Art Crawl Committee will review all applications and determine participants. The Art Crawl Committee looks to include local artists among a wide array of mediums and techniques. Art and artisan vendors not selected will not be permitted to vend at the Old Town Art Crawl but will be placed on an Alternate List and contacted in the event of a cancellation.

For further information please contact Leann Porrello at 719-213- 0466 or [artsadmin@capitalarts.org](mailto:artsadmin@capitalarts.org)

### SPACE GUIDELINES

#### 1. General Logistics

Vendors must bring their own supplies and equipment (table, easels, table cloths, chairs, etc). Access to electricity **will NOT be provided.** Displays may not exceed the standard 10' X 10' size space. All booth areas are located indoors so vendors do not need to bring a tent. Demo areas possibly will be available outdoors so if interested in doing a demo, pack a 10x10 tent in case. Your assigned space will be given to you as you register Saturday Morning. **Assignments are final; vendors MAY NOT reassign themselves.** **Booths are Non-Transferable.**

**Failure to be ready for business on time and maintain full operations throughout the event may result in future ineligibility to participate. It is imperative that all selected art vendors be prepared to provide full operations throughout the entire event.**

**2. Saturday:**

Check in will begin promptly at **8:30 a.m. on Saturday, June 23rd and must be ready to sell by 10:00 a.m.** Vendors are responsible for remaining with their space at all times. If needing assistance to take breaks please locate a volunteer and we will assign a booth sitter. Booth sitters will watch the inventory and greet customers but are not able to make sales. Teardown will tentatively begin at 4:00 p.m.

**3. ARTIST CRITERIA & SELECTION**

All artwork must be original and hand-made by the applicant or with the use of appropriate tools. No additional items may be sold (i.e. water, candy, etc.). The event is family-friendly and artwork must be appropriate for the venue. In order to ensure a diverse array of artist goods, merchandising and pricing, The Art Crawl Committee will review all applications and select participants. Artists not selected will not be permitted to vend at the event but added to a waiting list.

**4. NOTIFICATION & CANCELLATION**

Artist will be notified of their selection for the vendor booth via email by **Friday, April 13th.**

**5. LOGISTICS**

- a. **Parking:** Parking will be available in front of the vendors assigned building where they will be displaying their artwork.
- b. **Trash:** Vendors are responsible for removal of all trash and proper disposal of trash from booth space.
- c. **Sales Tax:** Vendors are not responsible for paying sales tax to the city due to part of the booth fee going towards paying a fee to a non profit which allows a peddler's license to be waived. Other tax filings such as IRS and state are left to the vendors own responsibility.

**6. FEES and PERMITS**

**Vendor permits** are included in the Booth Fee. Upon providing payment, all selected participants will be issued a permit to be displayed at all times.

**Booth Fee (non-refundable):**

**\$ 35.00** Artist Rate

**BOOTH FEE PAYMENT:**

To guarantee space, booth fees must be received by the CPI (California Progress, Incorporated) offices by **Friday, April 20, 2018 at 5:00 p.m.** Payments in the form of exact cash or check will be accepted.

**Make checks to:** California Progress Inc.

**Mail payments to:**

California Progress Inc.  
Attention Susan Burger  
P.O. Box 42 California, MO 65018

**Old Town California**  
**Art Crawl**  
**Art Vendor Application**

Name/Business Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Description of Artwork to be sold (Include price range):

| ITEM | PRICE RANGE |
|------|-------------|
|      |             |