

# EXHIBITOR APPLICATION • NONJURIED ARTS & CRAFTS

## Casa Grande Arts & Crafts Festival

Arts & Crafts Festival at the Promenade Shopping

December 15 & 16, 2018

Saturday & Sunday 10am-4pm

**Promenade Shopping Center**

1005 N Promenade Parkway, Casa Grande, AZ 85294

Just in time for gift shopping, the Casa Grande Holiday Arts and Crafts Festival presents the perfect opportunity for you to pick up a local, handmade gift for the special people in your life. The weekend-long event features works by premier artisans in various disciplines – everything from oil paintings to sculpture, from rustic furniture to hand-crafted jewelry. In addition to browsing unique arts-and-crafts displays, festival-goers also can fill up on a variety of foods and snacks offered by an eclectic mix of food vendors.

Event Dates	<b>December 15 &amp; 16, 2018</b> Saturday December 15, 10am-4pm Sunday, December 16, 10am-4pm
Admission	<b>Free Admission to the Public</b>
Festival Details	Arts & Craft Artisans in all mediums - Maximum of 60 artists (Max 20 Jewelers), Children's Activities, Ambient Music and Food Vendors
Exhibitor Details	<b>NON-PROFIT:</b> Non-Profit booths are reserved for any organization with a 501(c)3 status. Festival space may be used for informational outreach as well as membership recruitment. Non-profits are prohibited from selling art, jewelry, or any other item that may conflict with artist vendors. All intended fundraising items must be pre-approved by Festival Management prior to the event <b>SPONSOR/COMMERCIAL BUSINESS:</b> Sponsor booths are reserved for business entities and any other mass-produced/pre-manufactured product. Festival space may be used to sell pre-manufactured goods, provide information about company services, and to gain general exposure to the public. All pre-manufactured goods must be pre-approved by Festival Management prior to the festival
Sales Tax & Permits	The Festival is located within City of Casa Grande. The Sales Tax is 9.2%. <b>All Artists must obtain a City of Casa Grande Business License.</b> Please cut and paste the form from this URL: <a href="https://drive.google.com/file/d/0B4vKKG2urQq2OdkFyZGxGZmF2REE/view">https://drive.google.com/file/d/0B4vKKG2urQq2OdkFyZGxGZmF2REE/view</a>
AZ State Revenue Department	The Arizona State Department of Revenue requires us to report all Business License Numbers, both in state and out of state for all Festivals produced within the State of Arizona. The Artist is required to report their earnings at this festival to the Revenue Dept.
Space Details	<b>Single Canopy Space</b> - 12 ft. wide x 12 ft. deep <b>NONPROFIT \$75/EXHIBITOR \$150</b> <b>WHITE CANOPIES ONLY</b> <b>Double Canopy Space</b> - 24 ft. wide x 12 ft. deep <b>NONPROFIT \$175/EXHIBITOR \$250</b> <b>WHITE CANOPIES ONLY</b>
Electricity & Parking	There is <b>NO</b> Electricity Available on Site but overnight parking <b>IS</b> permitted
Tent & Space Limitations	All tents must be WHITE. No variation on this will be permitted. All artwork must be contained to your tent—no outside rack or displays will be permitted. This is a limited capacity show and space allotted within the festival site is at a minimum. All vendors on the Festival site during a normal period of festival operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.  <i>Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Festival on that day. <b>Each canopy leg must have no less than 40 lbs (pounds) anchoring it.</b> Canopy weights are either suspended from the top corners of your outdoor canopy or secured to the base of each leg. Vendors are required to secure the weights around each leg with a bungee cord or rope so that it will never be able to swing like a pendulum. All festival weights must be pre-approved by FESTIVAL MANAGEMENT staff (see attached TENT WEIGHTS GUIDELINE) for appropriate and acceptable and non-acceptable weights.</i>
Event Set Up	Artists may check in and set up between the below hours: <b>Friday, December 14 from 12pm-4pm, and Saturday, December 15 from 7am-9:00am.</b> Artists will be permitted to drive up to their designated space for a maximum of 30-45 minutes for load in and load out.
Security	Mall Security will be patrolling throughout the weekend. Though security is present, it is highly recommended that artist's break down their wares overnight.
App. Deadline	<b>Thursday, Dec. 6, 2018 at 11am - a \$25 late fee will be applied to applications received after this date</b>
Welcome Packet	A welcome packet with all event details will be e-mailed or mailed to each artist no later than one week prior to the festival.
Marketing	The Promenade schedules the below standard Marketing practices for this festival: Full Page Print Ads in The Casa Grande Dispatch, Press Releases Ongoing, Email Blast to its subscribers, Flyers Distributed throughout Southern AZ, Website Marketing, Craftmaster News, On Site Banners and Signage, Electronic Message Boards. Full page ads will be purchased in Pinal County Lifestyles for this festival only.

# EXHIBITOR APPLICATION

## NONJURIED ARTS & CRAFTS - Dec 15 & 16, 2018

Exhibitor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Resale # or Tax ID \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail(s) \_\_\_\_\_ Website \_\_\_\_\_

NON-PROFIT BOOTH SPACE	Space Details	SINGLE SPACE	DOUBLE SPACE
<input type="checkbox"/> CANOPY SPACE	<i>Canopy, and Tables</i> <b>PROVIDED BY NON-PROFIT</b>	NON-PROFIT <input type="checkbox"/> \$75 12ft wide x 12ft deep	NON-PROFIT <input type="checkbox"/> \$125 24ft wide x 12ft deep
EXHIBITOR BOOTH SPACE	Space Details	SINGLE SPACE	DOUBLE SPACE
<input type="checkbox"/> CANOPY SPACE	<i>Canopy, and Tables</i> <b>PROVIDED BY SPONSOR</b>	SPONSOR <input type="checkbox"/> \$275 12ft wide x 12ft deep	SPONSOR <input type="checkbox"/> \$525 24ft wide x 12ft deep
<b>EXTRA-TENT RENTAL</b> <i>Festival Producer provides 10x10 tent and 3 sidewalls</i>	SINGLE SPACE TENT 10' x 10' DOUBLE SPACE TENT 20' x 10'	<input type="checkbox"/> \$200 TENT RENTAL	<input type="checkbox"/> \$400 TENT RENTAL
TOTAL FROM ABOVE			

### IMPORTANT INFORMATION

**Have you applied to the City of Casa Grande for an annual business license?**

PERMIT # \_\_\_\_\_  YES  NO

The Festival is located within City of Casa Grande. The Sales Tax is 9.2%. All Artists must obtain a City of Casa Grande Business License. Please download the business license through this URL: <https://drive.google.com/file/d/0B4vKG2urQq2OdkFyZGxGZmF2REE/view>  
For additional assistance, please call the City of Casa Grande at (520) 421-8600

**Event Check In and Set Up** Please designate the time you will be present onsite to begin load in/load out and set up

Friday, December 14 from 12pm-4pm  Saturday, December 15 from 7am-9:15am

### DESCRIBE BUSINESS MISSION/VISION:

### DISPLAY & MATERIALS PLEASE INCLUDE A PHOTO OF YOUR DISPLAY

Circle all that apply

Please indicate the size, quantity and dimensions of each of the below display methods.

Side Walls \_\_\_\_\_ Panels \_\_\_\_\_ Tables \_\_\_\_\_ Racks \_\_\_\_\_ Display Cases \_\_\_\_\_ Other \_\_\_\_\_

### SPECIAL REQUESTS Do you have any special needs or requests? (circle all that apply)

Handicapped Proximity or Distance to another Non Profit or Group Shade / Sun Other \_\_\_\_\_

**PAYMENT INFORMATION** Please note, your credit card will be run as soon as your application is received and juried. Without payment, we cannot guarantee or hold your booth space in the festival. **No cash refunds will be given for cancellations.**

I will be paying by: CHECK # \_\_\_\_\_ (Made out to Jonas Hunter) CASH CREDIT CARD

If paying by VISA, MasterCard, Discover, or American Express

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_ Security code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Billing Address \_\_\_\_\_ Signature \_\_\_\_\_

# RULES & REGULATIONS

## NONJURIED ARTS & CRAFTS - Dec 15 & 16, 2018

**Application and participation constitutes agreement and acceptance of these policies as well as any additional instructions governing the Promenade events.**

- **ARTIST WELCOME PACKET** Artist welcome packets will be e-mailed to you no later than one week prior to the festival.
- **BOOTH ASSIGNMENTS** will NOT be given to the artist in advance. All Space Assignments will be given at the time of check in.
- **CANCELLATIONS & REFUNDS** **No refund will be given for cancellations after October 15, 2018.**
- **ARTIST COMMISSIONS** No commission on artist sales will be retained by Festival Management.
- **SALES TAX & REPORTING** All artists are responsible for all sales tax from the Department of Revenue.
- **VOLUNTEERS** Festival Volunteers will be on hand during regular festival hours to offer breaks for artists for a maximum of 15 minutes. Volunteers are NOT allowed to assist with sales. Volunteers are not liable for theft.
- **ARTIST CONDUCT** The artist who produces the artwork must be onsite for a minimum of 50% of the festival. Artists are required to occupy their booth for both days for the duration of the festival hours. Artists that leave either before or during the festival will not be invited back to any other pending Festival. Artists should arrive on time to the festival allowing for adequate time to unload and set up their materials. Festival Management does NOT provide set up, unloading or loading assistance for exhibitors. Intoxication is intolerable. No liquor, smoking or drugs should be in evidence at ANY TIME. Pursuant with Arizona State Law, smoking is ONLY permitted in the areas designated OUTSIDE of the festival area. Inappropriate and/or foul language will also not be tolerated. If your behavior is deemed unruly at anytime during the festival, Festival Management reserves the right to eject you from the festival and refuse your participation in any future festival. A refund will not be given in the event of disqualification due to unruly behavior.
- **PARKING** Artists must only park their vehicle during show hours in the designated EXHIBITOR PARKING spaces.
- **BOOTH SPACE** Display areas should be kept free of storage boxes, sloppy tablecloths or clutter at all times. Festival Management reserves the right to make changes to an artists display at any time. Each artist is liable for their own trash within their allotted space prior to, during and following the festival. An artist will be fined a minimum of \$100 for clean up following the festival and does so at the risk of not be invited back to a future show.
- **SPECIAL REQUESTS** (e.g. location, proximity to other exhibitors, etc...) should be made on this application, but are not guaranteed or implied. Exhibitors do not have exclusivity of any one product type. Pursuant with State Law, scheduled Fire Department, Health Department and Building Safety Inspectors will be present on site prior to the festival to issue the final permit. Exhibitors must comply with all inspector instructions or modifications to their space and set up so that they are in compliance with pertinent fire codes, laws, ordinances and regulations pertaining to the festival.
- **SECURITY** Festival grounds will be secured overnight. Festival Management is not liable for damage, theft or other destruction of artist display, product or bodily harm.

## RELEASE & HOLD HARMLESS

This agreement is entered into by and between Jonas Hunter Productions (Producer), the sponsor of the event, The Promenade (Client) and the artist or craftsperson filling out, signing, and returning the application (Artist).

The Artist hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Artist's participation in any and all events which have been organized by or through Producer or Client. For the purposes of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and arts or crafts to their designated location, the set up and display of any such structure and art or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Artist hereby expressly assumes any risk of harm to the Artist, works of art or craft, guests or guests' property arising out of their participation and the participation of other artists or agents in any given festival organized by Producer or Client, including any risk resulting from the particular location of the space designated for them by the Producer. The Artist agrees to hold harmless the Client or the Producer from any and all liability for damages to persons or property from any source. If weather, other acts of Nature, or other reasons beyond the control of the Client or Festival Management causes the event's cancellation, Artist entry fees will not be returned and neither the Client nor Festival Management will be held liable to Artists for failure of the event to take place. This agreement shall be effective immediately upon execution and shall continue in effect for each and every festival that the Artist participates in that is organized by Producer during the current year.

### PLEASE SIGN AND INITIAL

\_\_\_\_\_ The artwork described in this application is designed by me, the artist, and I will remain present onsite a minimum of 50% of the total show hours.

\_\_\_\_\_ I agree to abide by the policies set forth by Festival Management and the rules convening each event. I understand that any deviance from the above rules and regulations will result in termination in my participation in the festival.

\_\_\_\_\_ I agree to allow my artwork images included in this application as well as any pictures of my artwork taken at the festival to be used in all promotional materials, or published advertising.

\_\_\_\_\_ I have read and will adhere to the accepted tent weight requirements included in the following page of this application. I will weight each leg of my tent with a MINIMUM of 40 pounds per leg.

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

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

**Please EMAIL or MAIL pages 1 & 2 back to Jonas Hunter Productions**

jonashunterproductions@gmail.com C: 520-250-6357 Jonas Hunter Productions 2933 W. Lotus Blossom Ct., Tucson, AZ 85741

# Tent Weights to Anchor Your Craft Canopy

Tent weights are absolutely essential for outdoor craft shows. If you don't want to worry about your tent taking flight in a bit of wind, you must properly secure it. It is surprising how easily just a small amount of wind can send a craft tent sailing across the street, particularly when you put up one or more of the side walls. A securely weighted tent will ensure your tent does not take off and damage your inventory or the inventory of craft artists near you or injure someone at the show.

## ACCEPTABLE TYPES OF TENT WEIGHTS (Minimum of 40 pounds per leg)

### SUSPENDED VS. SECURED TO BASE OF LEG

Canopy weights are either suspended from the top corners of your outdoor canopy or secured to the base of each leg. It is very important to secure the weights around each leg with a bungee cord or rope so that it will never be able to swing like a pendulum.

### HOMEMADE VS. STORE BOUGHT

Plenty of professional craft artists use their own homemade systems for weighting tents. Homemade canopy weights are typically slightly less expensive than store bought weights, and they can be custom made to specifically meet your particular needs. Store bought weights, on the other hand, are extremely convenient, and they are typically not that much more expensive to buy when compared with the cost of making your own tent weights.

Weighting your tent correctly is extremely important because an incorrectly weighted tent can cause all kinds of problems and expensive damage. Below, are examples of both homemade and store bought tent weight options so you can determine for yourself which types of weights are best for you.

## BUY TENT WEIGHTS

If you plan to buy your tent weights, there are a few types of weights on the market and features to consider and compare. Store bought weights can be purchased in a myriad of types; that you suspend from the top corners of your craft tent; weights that you secure to the base of each tent leg; fillable weights which may be emptied and filled with sand and/or water; weights that consist of cement plates, which are secured to the base of your tent leg and require no filling. **Companies that produce these types of weights include:** Caravan ([www.caravancanopy.com](http://www.caravancanopy.com)), EZ Up ([www.ezup.com](http://www.ezup.com)) and King Canopy ([www.kingcanopy.com](http://www.kingcanopy.com)), which allow you to stay within one family of products for your craft tent related supplies.



## MAKE YOUR OWN TENT WEIGHTS

If you plan to make your own tent weights, there are a few solutions that people have used

**PVC PIPE WEIGHTS** PVC pipes filled with concrete (or sometimes sand), are used by many professional craft artists.

To make your own PVC pipe tent weights you will need:

1. PVC pipe (preferably white)
2. Concrete such as Quikrete
3. End caps.
4. Eye bolts

To make your own PVC pipe weights, simply fill a length of 3-4 inch PVC pipe with concrete (Quikrete is a popular brand and is available at many home building supply stores). Look for white PVC pipe, which will blend in with your white craft tent better than other colors. The length and diameter of the pipe you choose will depend on how much you want the pipe to weigh. Although many people aim for 40 pounds of weight on each leg, you may want to create 8 pipes that weigh 20 pounds each (i.e. two weights for each leg) instead of 4 pipes that weigh 40 pounds because the 20 pound weights will be easier to manage. If you go to a home building supply store that provides good customer service, they will be able to help you do the math on the amount of concrete (and, therefore, the size of PVC pipe) you will need to create the amount of weight you want. Secure end caps onto one end of each PVC tube. Mix the concrete according to directions, and pour into the PVC pipes. After you pour the mixed concrete in the pipe, and before it sets, insert a ring bolt into each weight, which will allow you to hang the weights from the corners of your tent. Many people use bungee cords to hang their weights. Please ensure weights are secured well, especially around the base of each leg so as not to allow the PVC tube to ever swing like a pendulum.

## Canopy Safety 101: Your Guide to Canopy Safety

Most accidents at Arts Festivals involve wind blown tents, canopies and umbrellas. All artists are required to minimize the risk caused by canopies by following rules for canopy safety. Canopy weights must be attached to vendor canopies at all times. In certain inclement weather conditions even properly secured canopies can be precarious. If canopies need to be taken down in the middle of the festival due to inclement weather, vendors should direct customers to move out of the way so they are not injured. Weights should be secured in a manner that does not create its own safety hazard. Weights should not cause a tripping hazard and should be tethered with lines that are clearly visible. Weights should have soft edges to avoid causing cuts and scrapes, all weights must be securely attached and weights should be on the ground, or midway to the canopy leg (NOT above people's heads)

### Always be prepared

You should always have your canopy secured to the ground. It is not enough to have the tools necessary to secure your canopy on hand if you do not employ them. Strong gusts can come up without warning anywhere, at any time. After your canopy takes flight and causes damage it is too late to decide to secure your canopy. You should assume winds will come. Indeed, they often do. Always secure canopies. During setup and breakdown periods canopies are vulnerable to wind. Stay alert. During the peak business hours of markets, the mere presence of hundreds of shoppers, along with the tight configuration of all the vendors, creates a disruption in the flow of wind, reducing its force through the festival area. But at setup and breakdown times, the shoppers are gone, the solid block of vendors is disrupted, and you are at some point in the process of setting up or taking down your canopy. You must be sure to completely secure your canopy as soon as you set it up, and take down your canopy as soon as you remove its weights at the end of the day. Do NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy.

### Examples of good canopy weights

- Filling an empty bucket (2.5 gallon works great) with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the bucket on the feet of the canopy.
- Filling buckets/containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- Sandbag weights that are specially made for securing canopies and weigh at least 40 pounds. These sandbag weights are vertical and can be strapped the legs of the canopy.
- PVC pipe capped and filled with cement can be hung on the inside of canopy poles as long as it is secured so that it does not collide with customers, nor swing around like a pendulum. The best weights are strapped to the bottom of each leg, and then tethered via a bungee to the top corner of the canopy, thus lowering the center of gravity of the canopy. **In a strong gust of wind, even canopies secured with enough weight, can be broken if the weights are not suspended from the top corners of the canopy.**

### Examples of Bad Canopy Weights

- Gallon water jugs are not heavy enough for large gusts of wind. One gallon of water weighs 8 pounds. One gallon of water on each corner would be the equivalent of a 3 year old child trying to hold down a 100 square foot parachute.
- Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as customer safety.
- Sandbags that cannot be placed upright and securely tied to the tent or canopy should not be used.
- In addition to not providing enough grip to prevent a canopy from taking flight in a strong gust of wind, tent stakes are barely visible to shoppers and can cause a serious tripping hazard to an unsuspecting customer.
- **Never use cement blocks!** They are hard, easy to trip over, and are very effective toe and shin breakers.
- At all costs, avoid stretched out cords and lines. Customers and their children will get them wrapped around their arms or legs, causing them to trip and fall, and perhaps pull over your displays in the process.