

NOVELTY VENDOR CALL FOR LIVE & LOCAL: SPRING FEST 2018

Artsplosure 2018 – The Raleigh Arts Festival will last **1 DAY** and will be held on Hillsborough Street near the NCSU Bell Tower.

Saturday, April 14, 2018 – 11 a.m. to 8 p.m.

This festival is a free outdoor event presented by Artsplosure in partnership with Hillsborough Street Community Service Corporation. This event is in its third year attracting 8,000+ visitors. Live & Local: Spring Fest is conveniently located on Hillsborough Street near the NCSU Bell Tower and University Park neighborhood, serving a diverse audience including families and students! Vendors selling food and novelty will be located near the main stage towards the North Hall Building. Weekend festivities include a Craft Market, musical entertainment of all tastes, family-friendly activities, and much more!



Music will happen on the Main Stage on Hillsborough Street through the evening on Saturday until 8 p.m. Vendors are required to remain open until 7:00 p.m. on Saturday, but will have the option of remaining open until 8:00 p.m. on Saturday.

Space is limited. Please carefully read all category requirements and only apply for spaces for which you can meet the space requirements. Please note—locations are general; **vendors should not expect to have an exact placement based on previous years. Booth Fee is based on size of operation, not location!** Space locations are subject to adjustment at Artsplosure's discretion.

Novelty vending spaces are broken down into three categories as follows:

Category A vendors have limited items for sale and are 25' x 12' or smaller: **Space Fee \$110.**

Category B vendors sell few items and use pushcarts 10' x 10' or smaller: **Space Fee \$80**

Hillsborough Street Community Member vendors who have storefronts on Hillsborough Street: **Free**

We invite you to apply to sell specialty items:

- Souvenirs** – Items that are inexpensive, fun, and which enrich peoples' experience at the festival (e.g. sunglasses, hats, fans, etc.).
- Novelty crafts** – These items may be handmade, but cannot qualify or compete with the visual artists market (e.g. soaps, candles, pet fashions, etc.)
- Temporary/Body Art** – Services such as face painting, henna, caricatures, etc.

Selections will be made based on:

Appearance – Provide a photograph of your setup with your application (or email to vendors@artsplosure.org), regardless of any prior affiliation with Artsplosure. **Applications without an accompanying photograph will NOT be considered!**

Items for Sale – Our goal is to offer the public the widest variety of choices by avoiding duplication as much as possible among accepted vendors. We seek a balance of festival staples and unique options.

Past Compliance – The compliance to Artsplosure rules and standards by former vendors is heavily considered when selecting the vendors for this festival. However, past participation does not guarantee acceptance. All vendors are given consideration, and new vendors should not hesitate to apply.

We will give equal consideration to all applications received on or before **5 PM, Friday, March 2, 2018**. Artsplosure staff makes decisions regarding vendor selection and placement and all decisions are final. Vendors will be notified of their application status on **Tuesday, March 6, 2018 by 5PM.**

In addition to the cost of the site, we also require a \$50 refundable deposit for each booth space. Please send the deposit with your application. If vendor is not accepted to participate at the event, Artsplosure will refund the \$50

deposit within 10 days of notification. For accepted vendors, Artsposure will refund the deposit following the event, provided vendors adhere to all rules and regulations.

Applications submitted without a deposit check will not be considered. You will be notified of application status by March 6, 2018 at 5PM. If you are not accepted, we will return your check to the address you provided. Please be aware that if you are accepted to the festival and do not return a completed contract, booth fee, and COI by **Friday, April 6, 2018 at 5PM** or notify Artsposure of your inability to participate by the same date, you will forfeit the deposit fee. If you do not show up the festival or cancel your participation less than 10 days before the festival, you forfeit your deposit payment and booth fee.

Please be aware of the following, as some guidelines have changed:

- Vendors are required to supply their own ice.
- For accepted vendors: **Your full booth fee, signed contract and COI with HSCSC listed as Additional Insured are due by 5 P.M., April 6, 2018.** Failure to return the contract and space fee by the April 6 deadline, without notifying Artsposure, will result in forfeiture of the deposit paid.
- **Vendors MUST provide their own generators.** Vendors may NOT use other power sources unapproved by Artsposure. Vendors making excessive noise may be moved or asked to leave the festival. If you have questions regarding this rule, please contact the Artsposure office.

Dates to remember:

Friday, March 2, 2018 – Deadline for applications, *must include \$200 deposit and a photo of booth.*

Tuesday, March 6, 2018 – Notification of acceptance to festival; contracts emailed out to accepted vendors.

Friday, April 6, 2018 – Signed contracts due with full payment to Artsposure, and COI with HSCSC listed as the Additional Insured.

Saturday, April 14, 2018 – Set up begins at 7:00 AM on Saturday for vendors on Hillsborough St. (This time is subject to change)

Please re-read this application carefully and note all of the changes for this year's Live & Local: Spring Fest 2018! Please email vendors@artsplosure.org for the quickest response to all questions, comments, or concerns.

LIVE & LOCAL: SPRING FEST 2018 NOVELTY VENDOR APPLICATION
PLEASE TYPE OR PRINT CLEARLY!!!

Check which space(s) you are interested in applying for

- I am applying for a A-level (\$110)
 I am applying for a B-level (\$80)
 I am a Hillsborough Street Member

Concession Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email address: _____

Are your items geared towards children? (Y)____ (N)____

Total Space Requirements (in feet): _____ x _____
(Including support/supply containers if applicable)

Type of set up: _____tent _____pushcart/kiosk

Please list the items you wish to sell and their prices.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Application checklist:

- Have you filled out the application completely?
- Have you included the required \$50 refundable deposit check?
- Did you include a photo of your set up or email one to vendors@artsplosure.org?

Completed applications must be RECEIVED in our office by 5 P.M. on March 2, 2018.

Mail applications with DEPOSIT & PHOTO to:

Artsplosure Food Vendor Coordinator
313 S. Blount Street
Suite 200B
Raleigh, NC 27601