



**SERTOMA & PULLEN ARTS CENTERS
2013 Fall Open House and Arts Fair
Saturday September 7, 2013
10AM-5PM**

**2013 LOCATION: SHELLEY PARK AND SERTOMA ARTS CENTER
1400 West Millbrook Rd. Raleigh, NC 27612 919-420-2329**

REGISTRATION INFORMATION & ART SALE GUIDELINES

CONTENT OF EXHIBIT

- All work must be the original work by the accepted artist.
- Work from commercial kits, molds, etc. are not acceptable.
- Artist must be present for entire show. No stand-in exhibitors, dealers, or agents allowed.
- The target audience of this event is all ages therefore works deemed by the City of Raleigh Parks and Recreation Department as inappropriate will be removed (*please read & sign Content Policy for Performers and Service Providers and submit with payment and Space Reservation Form*).

EVENT TIMES AND SET-UP

- **Exhibit Hours:** 10AM-5PM
- **Date:** Saturday September 7, 2013
- **Indoor Set up:** Friday, September 6th from 9:30a-12:30p. All displays must be completed within this time on Friday or Saturday Morning *see below*
- **Indoor & Outdoor Set Up:** Saturday September 7, 2013 from 8:00am – 9:45am all sales areas must be ready to go by 10:00am and all cars must be moved to off-site parking. Transportation back and forth will be provided.
- **Tear down:** 5:00 PM -6:00pm on Saturday September 7, 2013. No exhibitor may start removing exhibits before this time.
- Booths and table displays must be open and staffed for the entire show

PARKING

- Unloading: curbside in the drop off area in front of the Center for indoor vendors and curbside near the pecan grove for outside vendors
- Move your vehicle to the off site parking lot as soon as you unload to allow others access to the unloading area.
- **Vehicles are prohibited from driving onto the sidewalks.**
- During the show, please park in the off-site parking lot to allow visitors close parking.

PROVISIONS

Two types of exhibitor spaces are available (Booths and Table Displays). Registration is first come, first served. Space availability and accommodations will be arranged by the event coordinator.

Table displays Indoor only

- Consist of a 3' by 6' table only. Artwork and display materials on table displays are confined to the top of the table (no additional freestanding displays next to the table). No access to electricity is provided.
- Chairs upon request.
- No more than 1 artist per table.

Booth spaces:

Indoor:

- Approximately 10' by 10'.
- The Raleigh Room Walls are not available for use.
- No access to electricity is provided.
- 1-2 3x6 table and 2 chairs available by request.

Outdoor:

- Approximately 10' by 10'.
- Includes City of Raleigh P& R approved pop up. No other tents or pops are allowed due to safety regulations. No access to electricity is provided.
- Additional display materials (provided by the artist) are allowed but must be confined within the designated area.
- 1 – 2 3x6 table and 2 chairs available by request.

Both Display Areas:

- Artists are responsible for providing their own display materials (shelves, tablecloths, etc).
- Aisles and exits must be kept clear at all times. Flammable gases and open flames are not permitted. No generators or electrical devices are allowed.
- Booth and tables displays will be assigned by staff.
- No more than 2 artists can share a booth and only 1 artist per table display (indoors only)
- All participants are responsible for reporting NC sales tax to the NC Department of Revenue
- Extreme care will be taken to ensure the safety of all works. However, the City of Raleigh, Parks & Recreation Department, Sertoma Arts Center and Pullen Arts Center are not responsible for any work and/or materials used by the artist at any time.

EXHIBITOR INFO

- A designated lounge for staff and exhibitors to take breaks will be located in the Sertoma Arts Center.
- In addition to advertisements in media, we have printed materials for artists to distribute and email. Please feel free to obtain these items to send to your friends or regular clients by contacting Sertoma or Pullen Arts Center.

PAYMENT INFORMATION

Early Bird

- **All Early Bird reservation forms and payments must be received between June 24-July 15th for Sertoma-Pullen participants and staff. Early Bird applications will be accepted June 23rd - July 15 for anyone who registered and attended "Part 1" workshop at Sertoma.**
- "Part 1" Artist Workshop attendees, Sertoma & Pullen participants and staff only.
- Table (indoor) includes table and 1 chair. \$35
- Booth (indoor/outdoor) includes 1 table and 1-2 chairs by request and a tent space: \$65

Open Reservations start July 16 for all others.

- **All open reservation forms and payments must be received between July 16th-Sept 1st.**
- Table (indoor) includes table and 1 chair. \$40
- Booth (indoor/outdoor) includes 1 table and 1-2 chairs by request and a tent space: \$70
- **Must submit images of work. This is not a juried show but approval of work is required.**

Additional Booth and Table information

- Booths/Tables cannot be sublet. Only the person(s) whose names are on the application for booth/Table space may sell work.
- If you have a booth and you want to share with another artist, you must let the staff know on the registration form.
- **LIMIT 2 ARTISTS PER BOOTH.**

INCLEMENT WEATHER POLICY

- The event will go on as scheduled unless weather conditions present unsafe conditions for vendors and the public. In the event of unsafe inclement weather and the event must be cancelled entirely due to inclement weather the P&R refund policy will apply.

Refund policy

- 100% refund if Department cancels program.
- 85% refund if request is received by Friday August 23, 2013
- Refund requests received after Friday August 23, 2013 will not be granted.
- All refund requests must be received in writing.
- Refunds for medical reasons requested prior to September 7, 2013 will be granted at 100% subject to verification.

Non-Discrimination Policy

The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

RETAIN THIS PAGE FOR YOUR RECORDS

The City of Raleigh Parks and Recreation Department

Review of Content for Performers and Service Providers

Performance Materials/Displayed Materials

The performance or service to be presented for the City of Raleigh event or program and all materials used (props, displayed items, advertisements, etc) will be identical to the information originally submitted to and approved by the Event Coordinator. No extraneous advertising, materials, or services other than the content intended by the Event Coordinator will be permitted or included in the service to the City of Raleigh. No materials, symbols, or other objects will be used as props or part of a performance or service that represent or include any of the following topics: the promotion or detestation of a political or governmental party or law; the representation of anti-racial images, symbols, or language; violent or sexually graphic or explicit materials of any form. No obscene or profane gestures will be performed or represented during the service to the City of Raleigh. This includes bodily language, signals, gestures, or images inappropriate for all audiences as determined by the Event Coordinator.

Language

All written and spoken language is free of profanity. This includes diction (including slang or symbolism in any culture or language) that is sexually explicit, sexually graphic, anti-racial, vulgar, profane, violent, or otherwise considered inappropriate for public viewing or public experience by the Event Coordinator.

I have read the terms and conditions of the *Review of Content for Performers and Service Providers* for my service with the City of Raleigh Parks and Recreation Department. The content of my service has been reviewed by: audio cassette tape /compact disc / video tape / slides / portfolio / or by visual/verbal and this information and has been approved for public presentation by the City of Raleigh event coordinator, _____ . **I acknowledge the terms and conditions stated in this letter and I agree that I will not include materials, which have not been previously reviewed.** Any material not approved by the Event Coordinator or allowed by the *Review of Content for Performers and Service Providers* will result in my dismissal from the event and/or removal of said artwork, displays, or services. I agree that such removal does not guarantee full payment to me for the services I have provided or intended to provide to the City of Raleigh and/or that I may not be reimbursed for any payments I have made to the City of Raleigh for my participation. The City of Raleigh also reserves the right to deny payments or remaining portions of the full payment due to me by the City of Raleigh if resulting in the discontinuation in the provision of my services as a result of my not abiding by the conditions of this content review as determined by the City of Raleigh.

Business/Organization Name _____

Contact Person _____

Contact phone numbers: day _____ Eve _____

Name of EVENT(S) **SERTOMA AND PULLEN ARTS CENTER FALL ARTS FAIR**

The Event Coordinator reserves the right to deny a service or performance for any other reason that may not be listed above. One form will be kept on record to be used for any City of Raleigh Parks and Recreation Department event or program for the business/organization/contact person listed in this document.

Performer's/Service Provider's Signature Date

Program Supervisor's/Event Coordinator's Signature Date

RETURN THIS PAGE TO SERTOMA ARTS CENTER
SERTOMA & PULLEN ARTS CENTERS
2013 FALL ARTS FAIR
EARLY BIRD

(OPEN TO SERTOMA/PULLEN PARTICIPANTS/STAFF AND WORKSHOP ATTENDEES)
EXHIBITOR SPACE RESERVATION FORM

Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____
E-mail: _____
I will enter the following type(s) of work:

Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____
E-mail: _____
I will enter the following type(s) of work:

Type of exhibit space requested:

INDOOR SPACES

_____ **Booth** (approx. 10' x 10') @ \$65
Table: Y or N
Chairs: 0 1 or 2

_____ **Table Display** (3' x 6' table) @ \$35
Chair 0 1 or 2

OUTDOOR SPACES

_____ **Booth** (approx. 10' x 10') @ \$65
Table: Y or N
Chairs: 0 1 or 2

Make check payable to: **City of Raleigh**. You may pay with Visa, MasterCard or Amex
Please return this reservation form with payment to:

Sertoma Arts Center
1400 West Millbrook Rd
Raleigh, NC 27612

Pullen Arts Center
105 Pullen Road
Raleigh, NC 27607

I have read the **REGISTRATION INFORMATION & ART SALE GUIDELINES**, understand and accept the terms of the refund policy, and agree to abide by all guidelines set forth by the City of Raleigh Parks and Recreation Department.

Please sign:

Exhibitor signature

Date

Second exhibitor signature

Date

RETURN THIS PAGE TO SERTOMA/PULLEN ARTS CENTER

SERTOMA & PULLEN ARTS CENTERS

2013 FALL ARTS FAIR

OPEN RESERVATION FORM

EXHIBITOR SPACE RESERVATION FORM

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

E-mail: _____

I will enter the following type(s) of work:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

E-mail: _____

I will enter the following type(s) of work:

Type of exhibit space requested:

INDOOR SPACES

____ **Booth** (approx. 10' x 10') @ \$70

Table: Y or N
Chairs: 0 1 or 2

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Please sign:

Exhibitor signature

Date

Second exhibitor signature

Date

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All submissions must include a CD, print images or a link to view your work for review. Please contact Jill Brown (jill.brown@raleighnc.gov) or Eliza Kiser (eliza.kiser@raleighnc.gov) to discuss other options for delivery of images.

Link: _____

Qualified Early Bird Artist's acceptance/reservation will be confirmed by July 19.

Open Reservation Artist's acceptance/reservation will be confirmed no later than the week of Week of August 26th.

Payment Options

Cash

Check

Check Number

Credit/Debit Card

Name on Card

Card Number

Expiration Date

Signature
