

2017 Pullen & Sertoma Arts Centers' Fall Arts Fair Application

Saturday, October 7th, 10am – 5pm

2017 Location: Sertoma Arts Center, 1400 West Millbrook Rd, Raleigh

Artist(s) Information:

(If sharing a 10' booth, both artists must include their info on this form.)

ARTIST 1

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Please list the primary medium you work
in: _____

If you will also be selling works in other mediums, please list those here:

Would you be willing to demonstrations in your booth?

ARTIST 2

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Please list the primary medium you work
in: _____

If you will also be selling works in other mediums, please list those here:

Would you be willing to demonstrations in your booth?

Participation Fee:

Early Bird - Pullen or Sertoma Studio Card, current class participants & staff only

___ \$65 – 10' booth (outdoor only) * Accepted July 7 – August 7

___ \$35 – 3' x 6' table (indoor only) ___ \$65 – 9' x 8' booth (indoor only)

No or expired affiliation with Pullen or Sertoma

___ \$70 – 10' booth (outdoor only) * Accepted from August 8 until all spaces are sold

___ \$40 – 3' x 6' table (indoor only) ___ \$70 – 9' x 8' booth (indoor only)

Tables & Chairs:

For outdoor booths only

How many 6' tables do you need? 0 1 2

How many chairs do you need? 0 1 2

For indoor booths only

How many chairs do you need? 0 1 2

All indoor tables are provided one table and one chair

Marketing Materials:

Postcards requested: 0 10 25 50

Posters requested: 0 5 10

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**

Make Checks Payable to City of Raleigh

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, Recreation & Cultural Resources Department.

Please sign:

Artist 1 signature / Date

Artist 2 signature / Date

Registration Information & Art Sale Guidelines

Space availability and accommodations will be granted on a first-come, first-served basis to current Pullen or Sertoma participants or staff July 7 – August 7. Beginning August 8, any remaining booth spaces will be sold on a first-come, first-served basis regardless of affiliation with Pullen or Sertoma. The number of booth spaces per craft/medium is limited.

Outdoor Booth Information

- Booth Size: approximately 10' by 10'.
- Booth includes City of Raleigh PRCR pop up tent. No other tents are allowed due to safety regulations.
- Booth locations will be assigned by staff.
- Electricity is not available.
- Wifi is not available.
- Artists are responsible for providing their own display materials (shelves, tablecloths, racks, etc.)
- Additional display materials must be confined within your tent.
- Table and chairs available if requested on registration form.
- Flammable gases & open flames are not permitted. No generators or electrical devices allowed.

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 artwork and/or materials belonging to the artist at any time.

Indoor Booth Information

- Booth Size: approximately 9' by 8'.
- Booth includes City of Raleigh PRCR 3' by 8' table. No other display materials will be provided. Additional display materials may be brought in but must fit within the 9' by 8' space.
- Booth locations will be assigned by staff.
- Electricity is available. Artist's must bring their own 3 prong extension cord.
- Wifi is not available.
- Table and chairs available if requested on registration form.
- Flammable gases & open flames are not permitted. No generators or electrical devices allowed.

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 artwork and/or materials belonging to the artist at any time.

Indoor Table Information

- Table Size: approximately 3' by 6'.
- Space includes City of Raleigh PRCR 3' by 6' table. No other display materials will be provided. Display materials brought by artist's must fit on the table space.
- Table locations will be assigned by staff.
- Electricity is available. Artist's must bring their own 3 prong extension cord.
- Wifi is not available.

- Table and chairs available if requested on registration form.
- Flammable gases & open flames are not permitted. No generators or electrical devices allowed.

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 artwork and/or materials belonging to the artist at any time.

Exhibitor Information

- Booths/tables cannot be sublet. Only the person(s) whose names are on the application for booth space may sell work in your booth or table.
- **LIMIT 2 ARTISTS PER BOOTH. LIMIT 1 ARTIST PER INDOOR TABLE**
- If you want to share a booth, both artists must be represented on the registration form.
- **There will be a limited number of booths sold per art medium.** This will keep the Fall Arts Fair diverse and representative of the work produced at both Centers. These spots are on a first-come, first-serve basis.
- **Artist(s) should select the primary medium of the work that they will be selling on their application;** however they may also offer a limited selection of works from other mediums. For example, an artist who applies as a potter must exhibit 75% pottery in their booth but they may also display a limited selection of paintings or jewelry. Two artists with different art mediums may share a booth. Both artists should indicate their respective mediums on the application form.
- A designated lounge for staff and exhibitors to take breaks will be located in the Sertoma Arts Center.
- There is no smoking in Raleigh Parks. If you need to take a break to smoke, you must do so in designated areas in the parking lot.
- In addition to advertisements in media, we have printed materials for artists to distribute. Please select the type and quantity of print materials you need on your registration form.
- All participants are responsible for reporting NC sales tax to the NC Department of Revenue.
- ***Must submit images of work. This is not a juried show but approval of work is required.***

Content and Quality of Artwork

- All work must be the original work by the accepted artist.
- Works from commercial kits, wholesale, and manufactured items 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, Recreation & Cultural Resources Department as inappropriate will be removed.

Event Times and Set-Up

- **Exhibit Hours:** 10am-5pm
- **Date:** Saturday October 7, 2017

- **Outdoor Set Up:** Saturday October 7 from 8:00am – 9:45am; all sales areas must be ready to go by 10:00am.
- **Indoor Set Up:** Friday October 6 from 9:00am – 12:30pm or Saturday October 7 from 8:00am-9:45am; all sales areas must be ready to go by 10:00am
- **Tear down:** 5:00pm – 6:00pm on Saturday October 7. **No exhibitor may start removing exhibits before this time.**
- Booths/tables must be open and staffed for the entire show.

Parking

- Unloading: curbside in the drop off area in the parking lot.
- **Vehicles are prohibited from driving onto the sidewalks.**
- During the show, please park in the far back parking lot at Sertoma Arts Center.

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 Parks, Recreation & Cultural Resources refund policy will apply.

Refund Policy

- 100% refund if Department cancels program.
- 85% refund if request is received by Saturday, September 23, 2017
- Refund requests received after Saturday, September 23, 2017 will not be granted.
- All refund requests must be received in writing.
- Refunds for medical reasons requested prior to October 7, 2017 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.