

# Festival of Lights

## ARTISANS COLLECTIVE APPLICATION

November 29, 2014 through December 21, 2014



City of Arts & Innovation

## ABOUT

Artisans Collective

**The Festival of Lights welcomes an Innovative Arts Market  
Presented by Division 9 Gallery and the City of Riverside**

### **Seeking Artisan Vendors - Handmade, Unique Artisan Wares**

Be a part of the 2014 Festival of Lights, which draws thousands of people to downtown Riverside every year. Artisans Collective encourages the community to buy local, offering a market that represents artisans dedicated to making hand-crafted, one-of-a-kind art, jewelry, ceramics, paintings, metal works, garments, stationary, and much more!

**November 29, 2014 – December 21, 2014**

**Every Saturday and Sunday, from 5-10pm on Main Street in front of the Culver Center**

Artisans will be provided with their own canopy and access to electricity.

The booth rental is only \$25 a night. To participate, please fill out vendor application below. For questions, contact Cosme Cordova (951) 965-4392 or Lisa Mertins 909-519-6195.

## INSTRUCTIONS

**Please read the following instructions prior to completing the attached application.**

The City of Riverside is proud to host the 22<sup>nd</sup> Annual Festival of Lights Switch-On Ceremony on Friday, November 28, 2014 and the 2014 Festival of Lights to be held Saturday, November 29, 2014 through Saturday, January 3, 2015.

As a part of the Festival of Lights festivities, Division 9 Gallery will organize and present ARTISANS COLLECTIVE, an innovative arts market where the community may purchase original art from local artists, hear local musicians and participate in free public arts workshops.

The ARTISANS COLLECTIVE will be held from 5-10pm, Saturdays and Sundays beginning on Saturday, November 29, 2014 and ending on Sunday, December 21, 2014.

A completed *Festival of Lights* ARTISANS COLLECTIVE Application must be submitted by any company/vendor that would like to be considered for this City-sponsored event. The primary function of this Application is to understand and incorporate Artisans based on the specified requirements and appropriateness as it relates to the *Festival of Lights*.

Items for sale must be 60% handmade by the artisan displaying work. For example, if you are selling jewelry, 60% of the each piece sold must be handmade by the displaying artisan.

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## Terms and Payment Information

### Application Review Process

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, Division 9 Gallery will screen the submitted information. Upon completion of the Review Process, Division 9 Gallery will contact you via email and contact phone number to indicate whether your Application has been approved or denied.

### Fees

There are no fees directly associated with submitting an Application. However, there are Artisan Booth Fees associated with participation in ARTISANS COLLECTIVE during the 22<sup>nd</sup> Annual Festival of Lights. Please see the attached Artisan Fee Chart and Payment Schedule on Page 5 for details.

### Contact

Should you require assistance or have any questions, please contact Artisans Collective Coordinators:

Lisa Mertins  
(909) 519-6195

or

Cosme Cordova at Division 9 Gallery  
(951) 965-4392

email at [div9gallery@yahoo.com](mailto:div9gallery@yahoo.com)  
website: [www.artisanscollective9.com](http://www.artisanscollective9.com)

## Artisan Submission Information

**DEADLINE – 4 p.m. on Friday, November 21, 2014**

### Electronic Submission

Artisans may complete the Application electronically and submit their completed Application and all attachments via email. Submit your completed Application with attachments to [div9gallery@yahoo.com](mailto:div9gallery@yahoo.com)

### OR Walk-In/US Mail Submission:

Artisans may print out and complete the Application by hand. Once the Application is completed, you may submit your completed Application with attachments to:

Division 9 Gallery  
Attn: Artisans Collective  
3850 Lemon Street  
Riverside, CA 92501

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### Required Attachments:

Images of your art for sale and booth setup are required as an attachment to this application.

- Hard Copies: 5 images of 4 x 6 High-resolution or glossy photos - 3 of individual items listed for sale, and 2 images of a booth set up for display.
- OR Digital images: 5 jpeg files – 3 of artwork, 2 of the booth set up can be emailed to [div9gallery@yahoo.com](mailto:div9gallery@yahoo.com)

### Additional Required Documentation

Once notified that you have been accepted as an Artisan for the *Festival of Lights*, a copy of the following items must be received in our office no later than **4 p.m. on Friday, November 21, 2014.**

A **COPY of valid Seller's Permit** - for more information on how to obtain a free sellers permit through the California State Board of Equalization go to: <http://www.boe.ca.gov/sutax/faqseller.htm>  
Options for a 90 day temporary permit are also available.

## Artisan Booth Details

### Set-Up

The City will provide each Artisan with one (1) 10' x 10' white canopy (Artisans are responsible for providing their own table and chairs and a white linen/table cover). Artisans are required to use the city-provided canopy unless otherwise agreed to in writing by City staff. **Artisans are required to have their city-provided canopy completely set-up, decorated and ready for inspection no later than 4 p.m. daily. Artisans must be open to customers no later than 5 p.m., closing no earlier than 10 p.m.**

Artisan is expected to leave their area in the same condition it was when they arrived on-site and are not permitted to make any structural modifications to city-provided canopies. Cleaning deposits **may** be required but the need will be determined on a case by case basis by event staff.

### WEATHER

Please be prepared. The Artisans Collective will be held rain or shine. If there is a cancellation due to whether, you will be notified by staff.

Be equipped for protecting your work during rain and wind. Suggested weather kit includes tarps to cover work and sandbags to hold vulnerable set-ups including display.

## Utility Requirements

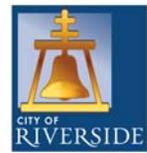
This section is used to determine if the City of Riverside can accommodate your utility requirements and, if so, where you will be set up during the event. Please fill out the following section as accurately as possible; inaccuracies may cause set-up delays on the day of the event and may cause your booth/trailer to be shut down. Artisans are responsible for bringing their own heavy-duty extension cords (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords (i.e. duct tape, gaffers tape, etc.). **Absolutely no portable heaters allowed.**

- I will bring my own silent generator and will not require the use of the City's power.
- I will require the use of City's power/water and understand that there may be an additional cost.

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Please fill out the following section:

**Utilities Needed:**

Electricity       Water

Please list your **EXACT** electrical requirements. This is written in either watts or amps on each appliance. It is your responsibility to BE ACCURATE. Inaccuracies may cause set-up delays and may cause your booth/trailer to be shut down.

\_\_\_\_\_Watts      \_\_\_\_\_Amps      \_\_\_\_\_Volts

**Please describe what equipment will be powered:**

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### Artisan Booth Fee Information

ARTISANS COLLECTIVE payments must be in the form of a check or money order made payable to Division 9 Gallery and must be received in our office at 3850 Lemon Street no later than 4 p.m. on Tuesday, November 11, 2014.

ARTISANS COLLECTIVE Artisan: \$25/day, 4 day Minimum. Please check ALL desired dates (each date requires the Artisan to be set up by 4pm and ready to sell from 5pm to 10pm)

Date	Initial Desired Dates
Saturday, November 29, 2014	
Sunday, November 30, 2014	
Saturday, December 6, 2014	
Sunday, December 7, 2014	
Saturday, December 13, 2014	
Sunday, December 14, 2014	
Saturday, December 20, 2014	
Sunday, December 21, 2014	

### Mandatory Artisan Meeting:

Tuesday, November 11, 2014 at 5:00-6:00 pm at Division 9 Gallery: 3850 Lemon, Riverside, CA 92501

**Festival of Lights**  
**ARTISANS COLLECTIVE APPLICATION**  
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*City of Arts & Innovation*

**CONTACT INFORMATION**

**Business Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

\_\_\_\_\_

**Primary Contact Name & Title:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Secondary Contact Name & Title:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Business Website (if applicable):** \_\_\_\_\_

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### BUSINESS INFORMATION

This section is intended to provide us with basic information regarding your booth set up and original art. The size of your booth may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats.

Is your business a sole proprietorship?  Yes  No

Is your business a corporation?  Yes  No

Do you have a valid Seller's Permit\* issued by the State of California?  Yes  No

Booth Dimensions: \_\_\_\_\_

Please describe the nature of your business:

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Please list items the type of original art for sale with corresponding prices (if applicable, attach menu or catalog):

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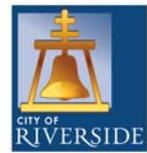
**Note: Please be sure to provide photos of original art for sale along with a photo of your entire booth set-up.**

\* If accepted as an Artisan, the City will require copies of your Seller's Permit. Copies must be received in our office no later than 4 p.m. on Tuesday, November 13, 2013.

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### SELLING EXPERIENCE

Please provide a chronology of your selling experience(s) beginning with the most current:

<u>Company Name</u>	<u>Location/Venue</u>	<u>Start Date</u>	<u>End Date</u>	<u>Items Sold</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### REFERENCES

Please list other artists/organizations or people who are knowledgeable about your selling and/or other arts activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>	<u>Relationship</u>
_____	(     )	_____	_____
_____	(     )	_____	_____
_____	(     )	_____	_____
_____	(     )	_____	_____
_____	(     )	_____	_____
_____	(     )	_____	_____

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### INSURANCE AND INDEMNIFICATION REQUIREMENTS

ARTISAN AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR ARTISAN PRIVILEGES AT ANY CITY OF RIVERSIDE SPECIAL EVENT, TO THE FOLLOWING:

#### Insurance Requirements:

Artisans exhibiting for the ARTISANS COLLECTIVE are Category 3 level event participants, therefore no insurance is required to participate in the event.

#### Indemnification

Artisan agrees that except as to sole negligence or willful misconduct of the City of Riverside, Artisan shall defend, indemnify, and hold the City, and their officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees which arise out of or is in any way connected with the Artisan's temporary booth/trailer during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary booth/trailer. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Artisan, Artisan's employees, subcontractors or agents.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

#### FOR INTERNAL USE ONLY

Date/Time Application Received: \_\_\_\_\_

Approved \_\_\_\_\_ (Date & Initial)

Denied \_\_\_\_\_ (Date & Initial)

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_