



ART VENDOR APPLICATION FORM

Application Deadline: Thursday, Sept 1, 2016, 5:00 P.M.

Art Vendors are invited to participate in the 9th Annual Chalk the Block Public Arts Festival for vending opportunities on **October 15 & 16**.

THE EVENT

On October 14-16, 2016, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host *Chalk the Block 9 Public Arts Festival* (CTB9). Chalk the Block has become a signature El Paso event that provides an opportunity for the community to experience downtown in a whole new light with amazing sidewalk chalk art competitions, live music, delicious food, an interactive Kids Zone, large scale temporary public art installations, and Pop-Up window murals on partner businesses located within or adjacent to the event footprint.

Vending Opportunities this year are on October 15-16

Hours of Operation:

Saturday, October 15: 10:00 am – 10:00 pm

Sunday, October 16: 11:00 am – 3:00 pm

ART VENDOR APPLICANT INFORMATION

Applications must be **received at MCAD via e-mail** by **5:00 pm on Thursday, September 1, 2016**. Accepted art vendors will be notified and charged a nominal fee for the rented space. Vendors are responsible for all operation equipment and supplies. Vending opportunities are available on **October 15-16 ONLY**. Spaces are limited!

ART VENDOR CRITERIA AND SELECTION All artwork must be original and handmade by the applicant using the appropriate tools. **Absolutely NO resale items or copyright images are permitted**. No additional items may be sold (i.e. water, candy, etc.). Providing of services (i.e. facepainting, tarot card reading, henna tattoos, etc.) is also strictly prohibited. The event is family-friendly and artwork must be appropriate for the venue. In order to ensure diversity and product integrity the Chalk the Block Committee will review all applications and select participants. The CTB Committee looks to include local and regional artists among a wide array of mediums and techniques. Art and artisan vendors not selected will be placed on an Alternate List and contacted in the event of a cancellation. Art Vendors must have a current Tax ID and operate in compliance with all MCAD vending guidelines and standards. Vendors must visibly display CTB9 permits during the festival.

NOTIFICATION & CANCELLATION

Artist will be notified of their selection for the vendor booth via email by **September 15, 2016**. No refunds will be made if the event is cancelled or should the artist be unable to participate.

****Please note:** Participation in the Downtown Artist and Farmers Market (DAFM) does **NOT** guarantee participation in CTB. Accepted DAFM vendors **MAY** be eligible for a discount pending the attendance requirement.**

For further information please contact Valerie Venecia at 212-1780 or veneciavm@elpasotexas.gov

SPACE GUIDELINES

1. General Logistics

- Vendors must bring their own supplies and equipment (tent, table, easels, table cloths, chairs, etc). Access to electricity **will NOT be provided**. Light towers will be provided in the general vendor area. Booths may not exceed the standard 10' X 10' tent size. Spaces will be marked and numbered on the pavement on set-up day. Your assigned space will be given to you as you register Saturday Morning. **Assignments are final; vendors MAY NOT reassign themselves. Booths are Non-Transferable.** Chalk the Block vendor permits must be displayed at all times in booth. Vendors without these permits will be asked to leave.

Failure to be ready for business on time and maintain full operations throughout the event may result in future ineligibility to participate. Please be advised that typically over 40,000 attend CTB annually. Art booths should be fully staffed and it is imperative that all selected art vendors be prepared to provide full operations throughout the entire event.

2. Saturday:

Check in will begin promptly at **8:00 a.m. on Saturday, October 15 and must be ready to sell by 9:30 a.m.** Although event security will be available, vendors are responsible for assigning an individual to remain with the space at all times. Teardown will tentatively begin at 9:00 p.m. (times may be extended). Overnight security is not provided; vendors are responsible for their own equipment, supplies, and personal property.

3. Sunday:

Check in will begin promptly at **9:00 a.m. on Sunday, October 16 and ALL vendors must be ready to sell by 10:30 a.m.** Teardown will tentatively begin at 3:00 p.m. (times may be extended).

4. LOGISTICS

- a. **Parking:** Pay to Park is available at the Mills Plaza and Convention Center Parking Garages.
- b. **Trash:** Vendors are responsible for removal of all trash and proper disposal of trash from booth space.
- c. **Sales Tax:** All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555. Vendors must display their sales tax-id at all times.

6. FEES and PERMITS

General City of El Paso Vendor Permits are not necessary as the event includes permitting. Upon providing payment to MCAD, all selected participants will be issued a CTB9 Art Vendor Permit to be displayed at all times.

Booth Fee (non-refundable):

\$ 100.00 Artist Rate

\$ 75.00 Student Rate (School ID must be submitted with application and at time of payment to receive the discount)

\$ 25.00 Downtown Artist and Farmers Market Vendor Rate (**Note:** Vendors must have participated in the DAFM at least six times in the three months prior to the application deadline of September 8 to receive the discount. Attendance will be verified by the DAFM Coordinator).

BOOTH FEE PAYMENT:

To guarantee space, booth fees must be received by the MCAD offices by **Thursday, September 29, 2015 at 5:00 p.m.** Exact cash, check or credit card (Visa, Mastercard, Discover). Credit cards may be taken over the phone or done in person at MCAD offices located at 400 West San Antonio Ave., Suite A, El Paso, Texas, 79901.

*** Failure to provide required fees by the deadline will result in the forfeiture of the vendor space. Due to a high demand for participation, delinquent fees will not be accepted and the space will open up to the waiting list of selected vendors.**

Chalk the Block 9
Art Vendor Application

Name: _____
Address _____ City _____ ST _____ Zip _____
Home Phone _____ Work _____ Fax _____
E-mail address _____
Tax ID Number: _____
Description of Artwork to be sold (Include price range): _____

ITEM	PRICE

All applicants must include a minimum of 3 jpg or pdf files as a separate attachment indicative of the merchandise to be sold. Applications that do not include images will be considered incomplete and will not be considered.

PLEASE EMAIL YOUR COMPLETED APPLICATION TO Valerie Venecia at VeneciaVM@elpasotexas.gov

CTB9 2016 Artisan Vendor Memorandum of Understanding

Thank you for your participation and support of Chalk the Block and our efforts to provide access to the arts and support of small local businesses. Your signature reflects your commitment to this year's festivities, cooperation with our guidelines, and understanding of all that is required to participate.

- Resale is prohibited. All items are to be handmade or using the appropriate tools by the person selling. Use of copyright images also prohibited.
- All art on display must be family friendly in accordance with Texas Penal Code 43.21 regarding obscenity.
- While lighting is provided during the evening hours, electricity is not. Vendors are welcome to provide their own battery operated LED light strands at their discretion.
- **Event Hours:** All must be ready for business by **9:30 am Saturday**, and **10:30 am Sunday**. Refer to check in schedule each day to plan adequate prep time. Failure to operate at capacity will result in individual(s) ineligibility to participate in future CTB Public Arts Festivals.
 - Tear down times tentatively will begin at an hour to close each day. Vendor Coordinator will communicate with participants each evening.
- All Artisan Vendors are responsible for removing their own trash and waste. Be sure to break down large items prior to depositing into designated dumpsters.
- All participating vendors must provide required **fees by 5:30 pm Thursday, September 29**
- All Vendors must attend a mandatory **Orientation on Wednesday, October 5 at 5:30pm** in the City Hall 2nd Floor Conference Room located at 300 N. Campbell.
- Artist Vendor spaces are assigned; space assignments will be provided during check in on Saturday, October 14 beginning at 8:00 am. Booth Spaces are non-transferable and non-refundable.
- **Late and early arrivals may result in space forfeiture.** It is imperative that all art vendors plan to arrive no earlier than 8:00 am and allow themselves enough time to set up before resuming street closures at 9:45 am.
- All vendors are strictly prohibited from consuming alcohol during CTB9 hours of operation.
- All Vendors must complete a Post Event Evaluation form within two weeks of the event's completion to maintain eligible status for future participation in MCAD events and programs.

I have read the Artisan Vendor Memorandum of Understanding and agree to operate within the requirements and guidelines to ensure the success of Chalk the Block 9.

Artisan Vendor Name (Include Artist Name if applicable): _____

Artisan Vendor Signature: _____

Date: _____

Contact Information: _____