



## CALL FOR ART VENDORS

### SELL YOUR WORK AT CHALK THE BLOCK 10!

Art Vendors are invited to participate in the 10th Annual Chalk the Block Public Arts Festival for vending opportunities on October 7 and 8.

### THE EVENT

On October 6-8, 2017, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host Chalk the Block 10 Public Arts Festival (CTB10). 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, and large scale temporary public art installations.

### Vending Opportunities this year are on October 7-8:

### Hours of Operation

- Saturday, October 7: 10:00 am – 10:00 pm
- Sunday, October 8: 11:00 am – 3:00 pm

### APPLICATION DEADLINE:

Applications must be received by 6:00 pm on Tuesday, August 29.

\*Accepted art vendors will be notified and charged a nominal fee for the rented space.

\*Vendors are responsible for all operation equipment and supplies.



## HOW TO APPLY

All applications must be submitted online.

No paper applications will be accepted.

**To apply go to:**

[www.chalktheblock.com](http://www.chalktheblock.com)

Click on Get Involved – then click on Vendors

**OR**

<https://www.surveymonkey.com/r/CTB10ArtVendorApp>

## QUESTIONS OR ASSISTANCE

For further information or assistance, please contact **Valerie Venecia at 212-1780 or [veneciavm@elpasotexas.gov](mailto:veneciavm@elpasotexas.gov)**

## ART VENDOR APPLICANT INFORMATION

### 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. face-painting, tarot card reading, henna tattoos, etc.) is also strictly prohibited.
- The event is family-friendly, and artwork must be appropriate for the venue.
- Art Vendors must have a current Tax ID and operate in compliance with all MCAD vending guidelines and standards.
- 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.



## NOTIFICATION & CANCELLATION

- Artist will be notified of their selection for the vendor booth via email by 6:00 pm September 12.
- Upon notification, **all booth fees are due by 5pm Tuesday, September 19.** Failure to provide payment and completed Art Vendor Agreement will result in forfeiture of space which will then be offered to an alternate. No refunds will be made if the event is cancelled or should the artist be unable to participate.
- Selected Artists must display a CTB 10 event permit at all times.

## FEES and PERMIT NOTICE

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 CTB 10 Art Vendor Permit to be displayed at all times.

### Booth Fee (non-refundable):

- Artist Rate: \$ 100.00
  - Student Rate: \$ 75.00
  - DAFM Vendor Rate: \$25.00
- School ID must be submitted with application and at time of payment to receive the discount)
  - To qualify for the DAFM discount, Vendors must have participated in the DAFM at least six times in the three months prior to the application deadline of August 29 to receive the discount. Attendance will be verified by the DAFM Coordinator.
  - Please note: Participation in the Downtown Artist and Farmers Market (DAFM) **or previous MCAD markets or events** does NOT guarantee participation in CTB. All applications are reviewed by a selection panel. Accepted DAFM vendors MAY be eligible for a discount pending the attendance requirement.



## BOOTH FEE PAYMENT:

- To guarantee space, booth fees and signed Art Vendor Agreement must be received by the MCAD offices by 5:00 p.m. Tuesday, September 19.
- 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, payment will not be accepted after the deadline and the space will open up to the waiting list of selected vendors.

## VENDING GUIDELINES and EVENT LOGISTICS

Please be aware: Selected artists are expected to comply with all guidelines outlined in the Call to Artists.

- Failure to adhere to guidelines, be on time and maintain full operations throughout the event may result in future ineligibility to participate.
- Please be advised that typically more than 40,000 attend CTB annually.
- Art booths should be fully staffed and stocked and it is imperative that all selected art vendors be prepared to provide full operations throughout the entire event.
- Vendors who do not adhere to the guidelines may be asked to leave the event.

## VENDOR BOOTH REQUIREMENTS

- Vendors must bring their own supplies and equipment (tent, table, easels, table cloths, chairs, etc).
- Booths may not exceed the standard 10' X 10' tent size.
- Spaces will be assigned and numbered on the pavement on set-up day.
- Space assignments will be given out on Saturday Morning.
- Space Assignments are final.
- Vendors MAY NOT reassign themselves.
- Booths are Non-Transferable.
  - All parties involved in violation of this rule will be barred from the event and future participation.
- Access to electricity will NOT be provided.
- Light towers will be provided in the general vendor area.



- Chalk the Block vendor permits must be displayed at all times in booth. Vendors without these permits will be asked to leave.
- All vendors must be set-up and ready for business on time and maintain full operations throughout the event.
- Art booths should be fully staffed and stocked at all times.

## EVENT LOGISTICS

### **Saturday, October 7:**

#### **CHECK-IN**

- Begins promptly at 8:00 a.m. on Saturday.
- Vendors 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.

#### **TEAR-DOWN**

- Begins tentatively at 10:00 p.m. (times may be extended).
- Overnight security is not provided; vendors are responsible for securing their own equipment, supplies, and personal property throughout the duration of the event.

### **Sunday, October 8:**

#### **CHECK-IN**

- Begins promptly at 9:00 a.m.
- All vendors must be ready to sell by 10:30 a.m.

#### **TEAR-DOWN**

- Teardown will tentatively begin at 3:00 p.m. (times may be extended).
- Vendors are expected to follow staff directives at teardown.

#### **PARKING:**

- Pay to Park is available at the Mills Plaza and Convention Center Parking Garages.

#### **TRASH:**

- Vendors are responsible for removal of all trash and proper disposal of trash from booth space.



## 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](http://www.window.state.tx.us)) or by calling 1-800-252-5555. Vendors must display their sales tax-id at all times.