



## CALL FOR ART VENDORS

### SELL YOUR WORK AT CHALK THE BLOCK 11!

Art Vendors are invited to participate in the 11th Annual Chalk the Block Public Arts Festival for vending opportunities on October 13 and 14.

### THE EVENT

On October 12-14th, 2018, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host Chalk the Block 11 Public Arts Festival (CTB11). 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, local food and art vendors, an interactive Kids Zone, and large scale temporary public art installations.

### Vending Opportunities this year are on October 13-14:

#### Hours of Operation

- Saturday, October 13: 10:00 am – 10:00 pm
- Sunday, October 14: 11:00 am – 3:00 pm

### APPLICATION DEADLINE:

Applications must be received by 11:30pm on Monday, September 3rd.

\*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/ctb11artvendor>

## QUESTIONS OR ASSISTANCE

For further information or assistance, please contact **Lucero Duran at (915)212-1780 or [DuranLA2@elpasotexas.gov](mailto:DuranLA2@elpasotexas.gov)**

## ART VENDOR APPLICANT INFORMATION

### ART VENDOR CRITERIA AND SELECTION

- All artwork must be original and handmade by the applicant.
- Absolutely NO resale items or copyright images or materials 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 13.
- Upon notification, **all booth fees are due by 6pm Thursday, September 20.** 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 11 event permit at all times.

## FEES and PERMIT NOTICE

General City of El Paso Vendor Permits are not necessary as the event includes permitting. All selected participants that have paid their dues will be issued a CTB 11 Art Vendor Permit at their Check in the day of the event.

### Vendor Fees (non-refundable):

- Artist Rate: \$ 200.00
  - Student Rate: \$ 100.00
  - DAFM Vendor Rate: \$75.00
- School ID must be submitted with application and at time of payment to receive the student rate.
  - To qualify for the DAFM vendor rate, Vendors must have participated in the DAFM at least 10 times in the four months prior to the application deadline of September 3<sup>rd</sup> to receive the discount. Attendance will be verified through the weekly sign in sheets 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 verification requirement.



## VENDOR FEE PAYMENT:

- To guarantee space, booth fees and signed Art Vendor Agreement must be received by the CTB Vendor Coordinator by 6:00 p.m. Thursday, September 20.
- Exact cash, check or credit card (Visa, Mastercard, Discover) are accepted during regular office hours, Monday-Thursday 9am-5pm. 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.
- No CTB vendor payments will be taken during DAFM hours. Selected CTB participants will have the opportunity to pay their fees Saturday, September 15<sup>th</sup> from 1pm-2pm at the DAFM information tent on Anthony St.
- 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.
- In the event that spaces become available, alternative vendors will be notified and will have 48 hours to submit payment.
- 

## 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 ineligibility to participate in future MCAD events.
- Please be advised that typically more than 40,000 attend CTB annually.
- Art booths should be fully staffed and stocked at all times 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 at check in.
- 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 13:**

### **CHECK-IN**

**Please be aware that vehicle entry into the festival footprint including vendor area may not be accessible. A loading and unloading area/ time will be reserved for vendors pending orientation.**

- Begins promptly at 8:00 a.m. on Saturday.
- Vendors must be ready to sell by 9:30 a.m.
- Event security will be available throughout the entirety of the event, vendors are responsible for assigning an individual to remain with the space at all times. MCAD staff and event security is not responsible for items/supplies left overnight.
- Vendors are NOT allowed to hire additional security staff during the event.
- Vendors will not be allowed into the pathway before 8am or after 9:30am

**TEAR-DOWN**

- Begins tentatively at 10:00 p.m.

**Sunday, October 14:****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.