



CALL FOR ART VENDORS

SELL YOUR WORK AT CHALK THE BLOCK 12!

Arts and Crafts Vendors are invited to apply for the 12th Annual Chalk the Block Public Arts Festival. Vending opportunities are available October 12th and 13th.

THE EVENT

On October 11-13th, 2019, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host Chalk the Block 12 Public Arts Festival (CTB12). 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. Last year, over 45,000 attended, which is now the region's largest arts festival.

Vending Opportunities this year are on October 12 and 13:

Hours of Operation

- Saturday, October 12: 10:00 am – 10:00 pm
- Sunday, October 13: 11:00 am – 3:00 pm

APPLICATION DEADLINE:

Applications must be received by 11:30pm MST on Sunday, August 11th. **Late or incomplete applications will not be considered.** Submission of application does not guarantee acceptance.

*Accepted art vendors will be notified and charged a fee for their booth 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

Click on Get Involved – then click on Vendors

OR

<https://www.surveymonkey.com/r/ctb12artvendor>

QUESTIONS OR ASSISTANCE

For further information or assistance, please contact **Ms. Rebecca Munoz** at munozra@elpasotexas.gov or **Lucero Duran** at (915) 212-1780 and DuranLA2@elpasotexas.gov all technical assistance must be requested by Wednesday August 7th at 6pm.

ART VENDOR APPLICANT INFORMATION

ART VENDOR CRITERIA AND SELECTION

- All artwork must be original and handmade by the applicant.
- Absolutely NO resale items or copyrighted images or materials are permitted.
- No additional resale 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 provides a family-friendly atmosphere, artwork must be appropriate for the venue.
- No political items allowed. All items must follow a bipartisan theme.
- Art Vendors must have a current Sales Tax ID Number 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.
- Eligible art and artisan vendors not selected will be placed on an Alternate List and contacted in the event of a cancellation.
- MCAD and the CTB committee reserves the right to curate and limit the amount of vendors selected in each category.

NOTIFICATION & CANCELLATION

- Artist will be notified of their selection to participate at Chalk the Block 12 via email by 6:00 pm August 19th.
- Upon notification, **all booth fees are due between Tuesday September 3rd and Monday September 16th by 5pm.** Failure to provide payment and completed Art Vendor Agreement by the deadline will result in forfeiture of space and offered to an alternate. No refunds will be made if the event is cancelled or should the artist be unable to participate.
- Participating Vendors must display their CTB 12 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 12 Art Vendor Permit on the day of mandatory orientation.

Vendor Fees (non-refundable):

- Regular Vendor Rate: \$ 200.00
 - Student Rate: \$ 100.00
 - Downtown Art and Farmers Market Vendor Rate: \$100.00
- School ID of the person applying must be submitted with application in order to receive the student rate.
 - To qualify for the DAFM vendor rate, Vendors must have participated in the DAFM at least 15 times in the four months prior to the payment deadline of September 16th 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 selection/participation at Chalk the Block. 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 MCAD staff by 5:00 p.m. Monday, September 16th.
- Exact cash, check or credit card (Visa, Mastercard, Discover) are accepted during regular office hours, Monday-Thursday 8am-6pm. Credit cards may be taken over the phone or processed 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 of operation. Selected CTB participants will have the opportunity to pay their vendor fees Saturday, September 7th and September 14th 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 72 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.
- Smoking and consumption of alcoholic beverages by vendors is prohibited in event footprint



****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 the morning of set-up.
- Space assignments will be emailed out 24 hours before the event begins.
- 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 is NOT provided.
- Light towers will be provided in the general vendor area and throughout the event footprint
- 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 12:

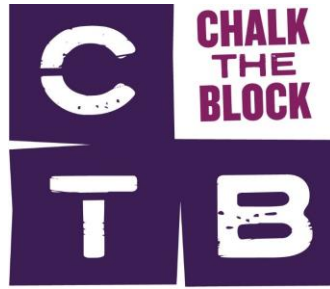
CHECK-IN

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

- Check in begins promptly at 8:00 a.m. on Saturday.
- Vendors must be ready to sell by 9:45 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 will not be allowed into the pathway before 8am or after 9:30am

TEAR-DOWN

- Begins tentatively at 9:45 p.m.



Sunday, October 13:

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 2:45 p.m. All vendors and equipment must be off the footprint by 4:30pm.
- Vendors are expected to follow staff directives at teardown.

PARKING:

- Pay to Park is available at the Mills Plaza and Convention Center Parking Garages. Metered parking is available throughout Downtown El Paso. Parking meters are free on Sunday.

TRASH:

Vendors are responsible for removal and proper disposal of trash from booth space. Any trash/ debris left behind will be documented, and violating vendors will be banned from participating in future MCAD events.

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.