



# CEDAR PARK

## JAZZ & ART ON MAIN – ARTS & CRAFTS VENDOR APPLICATION

April 20 – 21, 2018

Cedar Park Recreation Center

1435 Main Street, Cedar Park TX 78613

(512) 401-5528

**APPLICATION DEADLINE – APRIL 8, 2018**

To be considered for an art or craft booth, examples of your work are required along with your completed and signed application. You may direct us to your website or email your photos to [hailey.dulde@cedarparktexas.gov](mailto:hailey.dulde@cedarparktexas.gov).

### VENDOR INFORMATION

First & Last Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Date of Birth \_\_\_\_\_

### ART BOOTH REQUEST

\*All applications require approval\*

**OUTDOOR**

Full Booth \$50 (Approx. 100 sq. ft.)

Half Booth \$35 (Approx. 50 sq. ft.)

### ADD ONS

Table Rental \$10 (6 x 2.5 feet- limited availability)

### CATEGORY

MIXED MEDIA

CERAMICS

FIBER

JEWELRY

GLASS

WOODWORK

METALWORK

GRAPHIC/PRINT MAKING/DRAWING

PAINTING

SCULPTURE

CRAFT

OTHER

Brief Description of Products: \_\_\_\_\_

**PARTICIPATION FOR BOTH DATES IS ENCOURAGED BUT IS OPTIONAL. SELECT WHICH DATES YOU WILL PARTICIPATE:**

April 20, 2018 from 6 pm – 9 pm

April 21, 2018 from 11 am – 5 pm

Email the **two page** application to:

[hailey.dulde@cedarparktexas.gov](mailto:hailey.dulde@cedarparktexas.gov)

After applications are approved, payment will be collected.

We accept Visa, MasterCard, check, cash

### *Office Use Only*

Date Application Received \_\_\_\_/\_\_\_\_/2018

Amount Paid \$ \_\_\_\_\_

Paid by    Cash            Credit Card            Check/MO

Application Approved    Yes    No

Receipt Number \_\_\_\_\_

Vendor Notified on \_\_\_\_/\_\_\_\_/2018



# CEDAR PARK

## Jazz & Art on Main – Art Vendor Information

April 20 – 21, 2018

1435 Main Street, Cedar Park TX 78613

### Booths

There are limited indoor booths available. If you would like an indoor booth, please contact [hailey.dulde@cedarparktexas.gov](mailto:hailey.dulde@cedarparktexas.gov) to ensure we still have openings prior to submitting payment and the application. If you would like an outdoor booth, you may submit your application and payment as soon as desired.

### Vendors

Vendors must be on-site and remain open at all times for the days requested on your application. The event is scheduled for Friday, April 20<sup>th</sup> from 6 pm – 9 pm and Saturday, April 21<sup>st</sup> from 11 am – 5 pm.

- Attendees must approach the vendors’ area to purchase items; soliciting is strictly prohibited.
- Flyers, advertisements and any forms of marketing, are not allowed to be placed on cars in any parking area.
- One overnight police officer will be present outdoors on Friday night. The City of Cedar Park does not assume any responsibility for safety of vendor property and is not responsible for damaged property, broken equipment or stolen equipment of inventory.

### Layout

Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including weather, crowd movement and booth needs.

### Vendor Application, Payment & Cancellations

To be considered for an art or craft booth, examples of your work are required along with your completed and signed application. Please complete the application neatly, completely and thoroughly. There will be no refunds after April 6, 2018. Refund requests prior to this date will incur a \$7 handling fee. The collection and payment of sales taxes is the vendor’s responsibility. Booth space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.

### Booth sizes

Full booth sizes are approximately 100 square feet; half booth sizes are approximately 50 square feet.

### Electricity

There are a limited number of indoor and patio booths that have electricity rental for \$5. You are responsible for bringing extension cords and power strips.

### Tables/Chairs/Outdoor Tents

You are responsible for supplying your own table, chairs and a shelter that must fit in your area (Example: A 10x10 tent will not fit in a half booth space). Each leg of a vendor’s shelter (tent, canopy, umbrella) or free-standing vendor signage must be weighted down in a secure, safe fashion with 40 pounds of weight on each leg.

### Set-up/Teardown

You will receive an email the week of April 16<sup>th</sup> informing you of your spot and instructions for set up times. Teardown takes place no sooner than 5 pm on Saturday. Any teardowns before 5 pm are strictly prohibited, and you will forfeit any opportunity to sell at our future shows. The City does not supply help for assembling/disassembling vendors’ booths. Vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided nearby for your convenience. All boxes/containers must be broken down before being placed in the recycling/garbage receptacles.

### Cancellations/Inclement Weather

If the City will has to cancel the fair, we will offer a refund or transfer your application/payment to a future fair.

*By signing the below, you agree to follow the above policies and sell only the items listed on your application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_