



## Riverside Art Market Artist Vendor Application

### Items to offer for sale:

- **Artists:** original and reproductions of original work;
- **Artisans:** handcrafted work; and
- **Galleries:** original work and reproductions of original work by represented artists

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the sale items: \_\_\_\_\_

Please attach sample photo(s) of your sale items, title of photographed art work(s)/artisan items for credit line purposes, **and** a link to your website.

I have a City of Riverside Business License #: \_\_\_\_\_ **OR**  
**I need a One-Day Temporary City of Riverside Business License** to be covered by the Riverside Art Museum (RAM): \_\_\_\_\_ **(Vendor Initials)**

RAM will provide One-Day Liability Insurance: \_\_\_\_\_ **(Vendor Initials)**

If your set up includes WALLS, please attach photo or describe walls. **No canopies/tents allowed inside.**

BOOTH PRICE: RAM members \$110. Non-RAM members \$125.

**Early-bird pricing until 12/31/17: RAM members \$100. Non-RAM members \$110.**

\$25 PER ADDITIONAL VENDOR for shared space: Name(s): \_\_\_\_\_

Submit only one application. Place the additional vendors' information on a separate sheet. All participants must sign and submit a Waiver.

Number of spaces: \_\_\_\_\_ Prefer (circle): Inside, Outside, No preference

Total Payment Enclosed: \$ \_\_\_\_\_

Make checks payable to Riverside Art Museum. Write "Art Market vendor fee" in the memo line.

Mail this Application, Signed Waiver(s), photo(s), and any shared vendor information sheets to the Riverside Art Museum, 3425 Mission Inn Ave., Riverside, CA 92501 **OR** go to [riversideartmuseum.org/artmarket5](http://riversideartmuseum.org/artmarket5) to download the application and submit all required documents and files with online payment.

**I hereby state that I have read, understand, and agree to follow all rules and procedures. I have read and agree to the indemnification. I understand that the Riverside Art Market is a "rain or shine" market and that I am expected to participate regardless of weather conditions: \_\_\_\_\_ (Vendor Initials).**

**DEADLINE FOR RECEIPT OF ALL BOOTH APPLICATIONS AND PAYMENTS: Friday, April 6, 2018.**

**SORRY NO REFUNDS.**



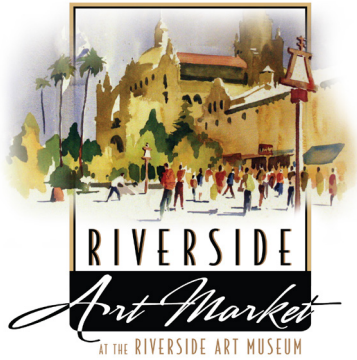
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RIVERSIDE MUNICIPAL AUDITORIUM



"Downtown Riverside" Artwork by Don O'Neill, AWS



## Riverside Art Market Rules and Procedures

### Please read.

The purpose of Riverside Art Market is to promote artists and artisans, and provide them with a venue to display, sell, and share their handmade pieces.

This event is designed to:

- ❖ create a positive image of the Riverside Art Museum (RAM);
  - ❖ enhance the Riverside Downtown area and community at large; and
  - ❖ provide a beautiful place for the community to come and enjoy the day looking at and buying art with the added enjoyment of providing craft projects for children and exposing children to the wonderful aspects of the creative process.
1. Applications must be filled out in their entirety and signed, or the application will not be accepted. Any and all participants that are represented by employees or family members are responsible for explaining and interpreting these rules and regulations to their employees and/or family members. **So, please read thoroughly.**
  2. The Riverside Art Market committee reserves the right to accept new vendors and/or items into the market based on availability of space and type of artwork. This includes the possibility of duplicating similar items in the market. The following are permissible types of items to offer for sale: **Artists:** original and reproductions of original work; **Artisans:** handcrafted work; and **Galleries:** original work and reproductions of original work by represented artists.
  3. RAM will provide one-day liability insurance.
  4. No canopies or tents exceeding 10 feet by 10 feet allowed. No canopies or tents will be allowed indoors. If your booth has solid walls, you will be placed so that your booth does not obstruct the visibility of and access to other booths.
  5. **RAM will not provide electricity, tables, chairs, or E-Z Ups.**
  6. All items in the Riverside Art Market must be hand crafted. The general type of item being displayed must be approved by the Riverside Art Market committee. Please attach sample photo(s), title of photographed art work(s)/artisan items for credit line purposes, and a link to your website. If sharing a booth with another artist or artisan vendor, please include the additional vendor's information on a separate sheet. Photos will not be returned. If submitting online, please attach high-resolution (300 dpi) images suitable for marketing purposes.
  7. All vendor spaces are assigned by the Riverside Art Market committee for the overall good of the event. However, vendors may request inside or outside. The inside spaces include the 1<sup>st</sup> floor art gallery and the atrium, plus the main floor and downstairs of the Riverside Municipal Auditorium. The outside spaces include RAM's roof (shaded, but not weather proof) and RAM's front lawn. The Riverside Art Market committee cannot guarantee space assignment, but we will try to give returning vendors priority placement. Understand that this is on a "first come, first served" basis.
  8. The following dates and times are for set up and take down:
    - a. **Set Up: Friday, April 20, 4:00 p.m. – 6:00 p.m.**, for spaces **inside** RAM, including RAM's roof, and the Riverside Municipal Auditorium. **Saturday, April 21, 8:00 a.m. – 10:00 a.m.**, for both inside and outside spaces.
    - b. **Take Down: Saturday, April 21, 5:00 p.m. promptly.**
  9. This event is advertised as "rain or shine" and is treated as such. All participants are expected to participate during inclement weather **and are expected to have the necessary equipment to accommodate weather conditions. Please use sand bags or nylon straps to secure your E-Z Ups.**

10. Participants shall be ready to show and sell their work by 11:00 a.m. on Saturday, April 21. Please arrive early enough for you to unload and set up. Loading zones will be available.
11. Vendor parking will be in Lot 27 across the street from the Riverside Municipal Auditorium. If this lot is full vendors may use any City of Riverside parking
12. All vendors must remain in operation from 11:00 a.m. to 5:00 p.m. and cannot tear down until the conclusion of the event.
13. Each vendor is responsible for space clean up.
14. Tables should be covered by a cloth. All products should be marked properly for sale and prices should be clearly posted.
15. Vendors shall not sell merchandise of an adult nature, alcohol or drug paraphernalia, nor any merchandise that may imply, suggest, or support this type of activity.
16. Vendors shall not sell sharp objects, such as knives, nor shall they engage in any activity that results in the creation of a sharp object, such as cut glass work.
17. Participants shall be responsible for the behavior of their children. For safety reasons, all children under 13 years of age must be confined to the participant's space or have parental supervision while browsing the market.
18. The Riverside Art Market committee reserves the right to ask any participant at any given time, for any reason, to leave the event.
19. There is no smoking inside RAM, the Riverside Municipal Auditorium, or within 20 feet of the entrance to RAM, the Riverside Municipal Auditorium, or any vendor space.

RIVERSIDE ART MARKET does NOT in any way guarantee sales or customer buying performance.

The undersigned agrees to abide by the official rules and regulations of the Riverside Art Market. Vendor agrees to indemnify, defend, and hold harmless the Riverside Art Museum (RAM), the Art Alliance of the Riverside Art Museum, the Riverside Municipal Auditorium, and the City of Riverside, from and against any and all loss, damage, claim for damage, liability, expense or cost, including attorney fees, which arises out of, or is related to, or is in any manner connected with Vendor's participation in the Riverside Art Market. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Vendor, Vendor's employees, or Vendor's family members.



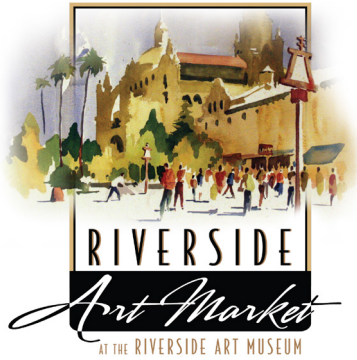
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## Riverside Art Market Waiver

***This waiver must be signed and returned with the application.***

As a participant in the Fifth Annual Riverside Art Market, I hereby waive any and all claims for damages that I may have against the Riverside Art Museum, the Art Alliance of the Riverside Art Museum, the Riverside Municipal Auditorium, and the City of Riverside, their authorized representatives or assigns, and hold each and every one of them harmless for any and all injuries incurred in connection with the afore

mentioned event.

Neither the Riverside Art Museum, the Art Alliance of the Riverside Art Museum, the Riverside Municipal Auditorium, nor the City of Riverside are responsible for equipment, materials, displays, loss of income, bodily injury, or loss of life caused by fire, rain, windstorms, earthquakes, inclement weather, or other acts of God.

Because the Riverside Art Museum and the Art Alliance of the Riverside Art Museum expends substantial sums of money in preparation for the Riverside Art Market, refunds of booth space fees will not be made if the event is cancelled in whole or in part by such acts of God.

I hereby give free use of my name, my image, as well as photos and video of my work, in any broadcast, telecast, or print media for this event.

I acknowledge that I have read the above and do fully understand the restrictions and do hereby agree to abide by those rules that have been established by the Riverside Art Museum and the Art Alliance of the Riverside Art Museum.

I also acknowledge that I have read the event's rules and understand that if I am found in violation of any policies, rules, or regulations made by the Riverside Art Museum and the Art Alliance of the Riverside Art Museum, my booth may be immediately closed down without refund and I will no longer be invited to participate in any future Riverside Art Museum and Art Alliance of the Riverside Art Museum events.

**NAME: (PLEASE PRINT)** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**(Each artist/artisan in the booth must submit a waiver form. Thank you.)**



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