

5TH ANNUAL



SATURDAY, APRIL 21, 2018 • 11 AM - 5 PM

VENDOR FACT SHEET



What will the event be like?

This is a FREE, family-centered event held inside and outside the Riverside Art Museum and the Riverside Municipal Auditorium next door. We will have "make-and-take" art projects for children, art demonstrations, participatory art, face painting, balloon artists, music, and food trucks that will give the event a fun atmosphere! The event will be heavily publicized in both the press and social media. You can help by sharing the event on your own websites, schedules, and social media.

Where will the vendors be placed?

Riverside Art Museum: both inside the museum and on the front lawn area.

Riverside Municipal Auditorium: inside on the main floor and downstairs.

How much foot traffic can I expect?

In 2017, the Art Market had almost 2000 people in attendance.

This year's event coincides with the Riverside Unified School District Celebration of the Arts event, which will attract many attendees. And with the sponsorship this year of the Riverside Municipal Auditorium, plus with food trucks lining Mission Inn Ave., we expect many more!

What is the weather likely to be?

Hard to say: 3 out of 4 Riverside Art Markets had slight rain. 2017 was bright and sunny.

What is the cost?

EARLY BIRD DISCOUNT! Applications submitted before December 31, 2017, will be given a discount: \$100 for RAM members and \$110 for non-members. Beginning on January 1, 2018, the cost will be \$110 for RAM members and \$125 for non-members.



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RIVERSIDE MUNICIPAL AUDITORIUM



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

RIVERSIDE ART MARKET VENDOR FACT SHEET



Where can I get an application?

Applications are available for download on the RAM website: riversideartmuseum.org/artmarket5. If you would like an application emailed to you, please contact ramartmart4@gmail.com.

What if I am a returning Riverside Art Market Vendor?

You will automatically be emailed an application for 2018. If for some reason you do not receive the email, you can go to riversideartmuseum.org/artmarket5 to apply. If requested, the event organizers will try to place the return vendors in the same spot as 2017.

What materials are required in the application?

- A COMPLETED application (please indicate your Riverside Business License # or indicate that you need a temporary one-day business license).
- A signed Waiver Form.
- Sample photographs, title of artworks, and link to your website. PHOTOGRAPHS WILL NOT BE RETURNED. We appreciate your electronic submission of samples of your work in high resolution (300 dpi) for promotional purposes.
- Check made payable to Riverside Art Museum for \$110 (RAM members \$100) before 1/1/2018 and on/after 1/1/2018 for \$125 (RAM members \$110). Or pay at riversideartmuseum.org/artmarket5.

To whom do I make my check payable?

Please make all checks payable to:
Riverside Art Museum - Write "Art Market Vendor 2018" in the memo line.

Can I pay by credit card for my booth?

Yes. You may pay online when you submit your application. Follow the instructions at riversideartmuseum.org/artmarket5. Or, you can pay at the RAM cash register when you drop off your application.

What is the policy on refunds?

ONCE ACCEPTED, there is no refund. The event will take place RAIN OR SHINE.

What happens if my check bounces?

A \$25 charge will be assessed for any returned checks.

How big is the vendor booth space and what is provided?

The space provided is 10' wide and 10' deep. Vendors bring all of their own supplies, tables, chairs, tablecloths, canopies, etc. No electricity, tables, chairs, or E-Z Ups are provided. You may bring your own lighting and extension cords if your space is in the Riverside Municipal Auditorium downstairs area. YOU MUST STAY WITHIN YOUR ASSIGNED SPACE. Canopies must be 10'x10' or less and are for outside booths only. DO NOT USE space on either side of your assigned area for storage, seating, etc. Each vendor is responsible for cleaning up their space.

Is it possible to share an Arts booth?

Yes, you may share, but there is an additional charge of \$25 per person. However, please submit only one application and payment with the list of the additional artists, their contact information, and description with sample photograph of their items for sale. Each artist must submit a signed waiver.



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How will I know where my assigned booth is?

Vendor space will be assigned on a first-come, first-served basis. Returning vendors will be given priority; the event organizers will try to place them in the same space as 2017. Vendor spaces are assigned by the Riverside Art Market committee for the overall good of the event, but again, first come, first served, so get your application in early.

Before the event, you will receive an email with your booth assignment and a corresponding map of the Riverside Art Museum interior and exterior grounds, or The Riverside Municipal Auditorium main floor and downstairs, so that you can locate your area. During set up, flags, tape, and booth floor numbers will be in place, and volunteers will be on site to direct you.

When is set-up and take-down time?

- Indoor vendors may start set up on Friday from 4:00 p.m. to 6:00 p.m. Outdoor and indoor vendor set-up time on Saturday is at 8:00 a.m.
- You may pull up in the small parking lot directly behind the Riverside Art Museum to unload ONLY. Loading/unloading zone signs will be in place. Or, park in the loading zone on Mission Inn Ave. You must move your car to city parking after unloading.
- Take down begins at 5:00 p.m. and all goods and vehicles must be off the streets by 7:00 p.m.

Where can I park after I unload?

On Saturday, Lot 27 (on the corner of Mission Inn Avenue and Lemon) will be available for vendor parking. If the lot is full/not available, street and public garage parking is available in the downtown area.

What rules and policies must I adhere to on the day of the event as an Arts & Crafts Vendor?

- Be open from 11:00 a.m. to 5:00 p.m.
- E-Z Ups and canopies are allowed only on the Riverside Art Museum roof and the outside spaces.
- Outdoor vendors must have a way to secure or tie down their E-Z Ups in case of wind or bad weather.
- Indoor vendors may use solid walls, but they must be placed so that the walls do not obstruct the view to other vendors. Indoor vendors are not allowed to have canopies or E-Z Ups.

Only display and have available for sale items that are:

- In the same vein/theme of the sample photographs included with your application.
- For family viewing, no semi-nude or nude work.
- No adult-themed items allowed, such as drug or alcohol related items.
- No sharp items allowed, such as knives.

Do not obstruct any other exhibitors' booths/space.

Please understand you may be removed from the event:

- If you do not adhere to the above rules.
- Your personal conduct is deemed inappropriate.
- Your work is of lesser quality or differs substantially from the entry photos.

What if I still have questions?

Email your questions to ramartmart4@gmail.com.



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