



## April 22, 2017 Artist Vendor Application

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. The event is designed to:

- ❖ create a positive image of The Riverside Art Museum (RAM)
- ❖ enhance the Riverside Downtown area and community at large
- ❖ provide a beautiful place for the community to come and enjoy the day looking at and buying art with the added enjoyment of providing crafts 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 the application thoroughly.**
2. I have a City of Riverside Business License # \_\_\_\_\_ **OR I need a One Day Temporary City of Riverside Business License** to be covered by RAM \_\_\_\_\_. **(Vendor Initials)**
3. 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; **Galleries:** original work and reproductions of original work by represented artists.
4. If you do not have activities/sales involving sharp objects or glass cutting, the Riverside Art Museum will provide one-day liability insurance. Otherwise proof of liability insurance is required.
5. No canopies or tents exceeding 10 feet by 10 feet allowed.
6. Riverside Art Museum will not provide **electricity, tables, chairs or easy ups.**
7. 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) and link to your website. If sharing a booth among artists and artisans, please include the additional artisans' information on a separate sheet. **Photos will not be returned.**
8. 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 art galleries 1<sup>st</sup> and 2<sup>nd</sup> floors, and atrium. The outside spaces include the roof (shaded, but not weather proof), the front lawn and public parking lot #27. 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.
9. **The following dates and times are for set up and take down:**
  - a. **Set Up:** Friday April 21<sup>st</sup> 4:00 PM – 6:00 PM for spaces inside the Riverside Art Museum, Saturday April 22<sup>nd</sup> 7:00 AM – 9:30 AM for both inside and outside spaces.
  - b. **Take Down:** Saturday 4:00 PM promptly. Volunteers will be available to help.
10. 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 any EZ-ups if you are outside.**
11. Participants shall be ready to show their work by 10:00am. Please arrive early enough for you to unload and set-up. All vendors must remain in operation from 10:00 AM to 4:00 PM and cannot tear down until the conclusion of the event.
12. Each vendor is responsible for space clean up.
13. Tables should be covered by a cloth. All products should be marked properly for sale and prices should be clearly posted.
14. 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.



3425 Mission Inn Ave. Riverside, CA 92501  
951.684.7111 | [www.riversideartmuseum.org](http://www.riversideartmuseum.org)



For more information or contacts email [ramartmart4@gmail.com](mailto:ramartmart4@gmail.com) or go to [www.riversideartalliance.org](http://www.riversideartalliance.org)

- 15. 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.
- 16. The Riverside Art Market committee reserves the right to ask any participant at any given time, for any reason to leave the event.
- 17. There is no smoking inside the Riverside Art Museum and not within 20 feet of the entrance to the Museum and/or any vendor space.

RIVERSIDE ART MARKET does NOT in any way guarantee selling 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 Riverside Art Museum, Art Alliance of the Riverside Art Museum, 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 negligence conduct, whether active or passive, on the part of the vendor, vendor’s employees or vendor’s family members.

**I hereby state that I have read, understand and agree to follow all rules and procedures outlined in this Riverside Art Market application. I have read and agree to the indemnification. I understand that Riverside Art Market is a “rain or shine” market and that I am expected to participate regardless of weather conditions.**

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Best Phone Contact # \_\_\_\_\_ Email \_\_\_\_\_

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

Please attach sample photo(s) and give the link to your website

If sharing a booth among artisans, please include the additional artisans’ information on a separate sheet.  
If your space will have WALLS, please send a photo or describe the walls.

**Space rental fee: for a 10 foot X 10 foot space  
RAM member \$100. Non-RAM member \$110.**

Please indicate below how many spaces you will need.

Number of spaces \_\_\_\_\_ Prefer: \_\_\_\_\_ Inside \_\_\_\_\_ Outside \_\_\_\_\_ No preference

**Total Payment Enclosed \_\_\_\_\_ (Checks or money orders via mail, no cash or credit cards)**

**Checks made payable to Riverside Art Museum. Write “Art Market vendor fee” in the memo line. Mail this application and photo with check to the Riverside Art Museum, 3425 Mission Inn Ave. Riverside, CA 92501.**

**Or: go to [riversideartmuseum.org/artmart4](http://riversideartmuseum.org/artmart4), download the form and submit the completed application and photo with payment.**

**DEADLINE FOR RECEIPT OF ALL BOOTH APPLICATIONS AND PAYMENTS: FRIDAY March 22, 2017. SORRY NO REFUNDS**

SIGNED: \_\_\_\_\_ Print Name: \_\_\_\_\_ DATE: \_\_\_\_\_



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

As a participant in the Fourth Annual Riverside Art Market, I hereby waive any and all claims for damages that I may have against Riverside Art Museum, Art Alliance of the Riverside Art Museum 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 Riverside Art Museum, Art Alliance of the Riverside Art Museum, or 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 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 in whole or in part by such acts of God.

I hereby give free use of my name, my picture, as well as images of my work, in any broadcast, telecast, or print media of 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 Riverside Art Museum and Art Alliance of the Riverside Art Museum.

I also acknowledge and understand that if I am found in violation of any policies, or rules and regulations made by Riverside Art Museum and 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 event.

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

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

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

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



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