



CALL TO ARTISTS: **VENDOR BOOTHS:**

COLUMBIA ARTS NETWORK (CAN) is excited to be part of the first annual *Vancouver USA Arts and Music Festival* August 4-6! Presented by the Vancouver Symphony Orchestra and the City of Vancouver, the festival features stages, pop-up galleries, family activities and food vendors set up throughout downtown Vancouver and Esther Short Park.

Free and open to all, Vancouver USA Arts and Music Festival (VAMF) is a celebration of Vancouver’s exciting arts community. The festival will draw visitors to Vancouver’s historic downtown and vibrant arts district, growing the city’s creative economy and supporting local businesses.

Learn more about the festival at www.vancouverartsandmusicfestival.com.

Located on the north bank of the Columbia River, in sight of snowy mountain peaks and a vibrant urban landscape, Vancouver, Washington, USA is home to a thriving arts community.

Presented by Vancouver Symphony Orchestra USA and City of Vancouver, in partnership with Columbia Artists Network and Vancouver Culture, Arts and Heritage Commission. Supported through a generous grant from M.J. Murdock Charitable Trust. Vancouver offers many cultural activities and

attractions within walking distance of the festival, including a frontier fur trading post within the 1800s Fort Vancouver National Historical Site.

Vancouver's newly constructed Waterfront gives wonderful views of the mighty Columbia River as well as award winning shopping, wineries, and local eateries.

As a partner in the festival, Columbia Arts Network (CAN) welcomes and encourages artists of all backgrounds to apply. We believe diversity enriches the art community and educates us all, sharing our cultures, talents, and our personal histories.

DATES & DEADLINES:

- **Application open:** April 24, 2023
- **Deadline:** May 31, 2023, by 11:59pm
- **Selection date:** June 1-7, 2023
- **Notification Date:** June 8-10, 2023
- **Booth fees:** \$300.00 for 10'x10'
- **Booth fee deadline:** June 30, 2023
- **Booth Selection:** July 10, 2023
- **Cancellation for 50% refund:** July 10, 2023
- **Booth Assignment & information:** July 22, 2023
- **Load In:** Thursday, August 3, 2023, 10:00am – 5:00pm (See attached Map)
- **Show Opening:** Friday, August 4, 2023, 10:00 am
- **Show Closing:** Sunday, August 6, 2023, 5:00 pm
- **Load Out:** Sunday, August 6, 5:00 – 7:00 pm
- **Reception:** Saturday, August 5, 5:00 – 7:00 pm

Applications

Artists must register and complete an application [on the Columbia Arts Network website](#) with an accurate email that will be valid throughout the registration process until the show date. **This email address will be used to notify you of your status.** Notification of accepted or declined status will be emailed to the email address you use in the application process. Please check your email inbox for all correspondence.

Application process

The application is located on the Columbia Arts Network website <https://www.columbiaartsnetwork.org/>. Click VAMF Vendor Booth Application

ARTWORK

- Artwork must be original, designed and produced by the exhibiting artist.
- All work must be for sale.
- Artists must be present with their work for the entire three days of the fair. Representatives may not attend in place of the artist.
- All artists must check in at Vendor Booth Registration upon arrival.
- Artists may only show work in categories and body of work selected by the Jury.
- All work exhibited must be of the quality, category, and body of work of that shown in the images juried.
- Artists are encouraged to prominently display an Artist Statement in their booth during the fair, with the artist's picture, describing how and by whom the work is made, and the materials used to make the work.
- Educational information and demonstrations are encouraged but not required.
- Exhibitors display all works at their own risk. No sponsoring agent is responsible for damage, theft, or loss of an exhibitor's property, or personal injury resulting from participation in the Festival.
- Assistance from festival staff or volunteers will not be available for booth set-up or breakdown.

WHAT YOU NEED TO KNOW:

- **LOCATION:** Esther Short Park will serve as the hub of the Festival with activities spanning out from there. Vender booths will be located in the Esther Park and the walkway between City Hall and the Hilton south of Esther Short Park.
- **HOURS:** Artists are expected to be open: Friday: 12 noon-8am / Saturday: 10am- 8pm / Sunday 10am – 5pm

- **AMENITIES:** Booth sitting, water, snacks, drive up booth location for setup and tear-down.
- **PARKING:** Offsite parking is available in proximity to Esther Short Park.

ACCEPTED MEDIA

*PLEASE NOTE:

ALL MEDIA IS TO BE ORIGINAL: DESIGNED, COMPOSED, HANDCRAFTED BY THE ARTIST, NO COMMERCIAL CAST OR MOLDS, NO MASS OR FACTORY PRODUCED ITEMS.

- **Ceramics:** Original functional or non-functional works created by the artist from clay, porcelain, stoneware, and/or earthenware.
- **Illustration:** Drawing, painting or printed work of art that explains, clarifies, illuminates, visually represents, or merely decorates a written text, which may be of a literary or commercial nature, including posters. This encompasses original compositions hand-created by the artist using pen, pencil, charcoal, pastel, ink, wax, crayon, ash, painting, collage, and screen printing.
- **3D Mixed Media:** Work that combines multiple materials to form an object intended as a work of art. This category includes the use of found objects, use of recycled materials, and assemblage to create new forms.
- **Fiber-Decorative:** Decorative works handcrafted by the artist from natural and synthetic fiber. Fiber includes basketry, embroidery, weaving, tapestry, papermaking, leather, straw, and fabric.
- **Fiber-Wearable:** Wearables intended as objects of utility, beauty, and art.
- **Glass:** Original functional or decorative works that have been handcrafted by the artist by glass blowing, fusing, molding, casting, or kiln forming. Works may be etched or engraved and be of any size.
- **Jewelry:** All jewelry must be designed and handcrafted by the artist. Not permitted: commercial components that are strung or assembled and/or twisted on a wire, with no substantial work done by the artist.
- **Painting:** Original compositions that are created by the artist in oil, water-based media, pastel, and encaustic media.
- **Photography:** Original compositions created by photographic processes that begin with a camera lens. Prints must be made from the artist's original negative or digital image and be processed by the artist or under his or her direct supervision. Prints must meet "archival quality" standards.

- **Printmaking:** Printed works for which the artist hand-manipulated the plates, stone, blocks, composite reliefs, or screens and which have been signed and numbered in a limited edition.
- **Sculpture:** Three-dimensional, stand-alone works incorporating materials that are carved, modeled, constructed, or cast. Media examples include metal, stone, ceramic, hand-built clay, blown glass, and wood.
- **Woodworking:** Original functional or non-functional work that is hand-tooled, machine worked, turned, or carved primarily from wood by the artist.
- **LeatherCraft:** Leathercraft is the practice of making leather into craft objects or works of art, using shaping techniques, coloring techniques or both. Work must be handcrafted and hand-stitched leatherwork.

SELECTION PROCESS

All applicants are reviewed by a Selection Committee composed of arts professionals from varied backgrounds. Artists for the VAMF will be selected based on originality, personal voice, technical skill, and booth presentation.

RULES & REGULATIONS

In order to secure your position at the Vancouver Arts & Music Festival (VAMF), please review and accept the following terms and conditions. By completing an application to VAMF, and in consideration of your participation in VAMF, you (“Participant,” “exhibiting artist,” or “you”) acknowledge and agree that you have reviewed and accept the following terms and conditions:

I. Hold Harmless: Participants display all works at their own risk. To the fullest extent permitted by law, the Participant shall defend, indemnify, and hold harmless the Art Association, its staff, volunteers, subcontractors, and other personnel (collectively the “Association”) from and against any and all claims, causes of action, demands, fines, penalties, costs, judgments or other losses, including reasonable attorney’s fees (“Claims”), including those (i) related to bodily injury and property damage that may arise from Participant’s participation in the VAMF to the extent that any Claims are attributed to any acts or omissions by Participant or anyone employed, contracted or under Participant’s direction, directly or indirectly by any of them or by anyone for whose acts any of them may be liable, (ii) related in any way to Participant’s merchandise or property, (iii) Participant’s violation of these terms and conditions, or (iv) Participant’s violation of any applicable law, ordinance, rule, regulation or other. The Association reserves the right to remove any

Participant in its sole discretion without refund for violation of any 2023 regulations. If a Participant is a “no-show” at the VAMF, such Participant forfeits the right to apply to VAMF for 3 summers.

II. Artwork: Vendors may sell prints or cards of their **original** art; however, absolutely no mass produced or manufactured work, buy/sell, workshop art, business with commercial representatives, dealers or manufacturers may exhibit. The Association reserves the right to request that you remove any work that does not fall within these guidelines.

III. Booth & Booth Location: Participants must arrive at the fair equipped with their own, well-secured, canopy tent for their 10x10 booth space setup. Participants must furnish their own display facilities. All tents must be secured to withstand strong wind and sudden gusts, which we experience often in Vancouver, Washington. Weights are preferred: each leg must be weighted with a minimum of 40 pounds. Weights or stakes must be secured to the tent using straps. The Event Coordinator and the Vancouver Fire/EMS event inspector reserve the right to require an exhibiting artist to reinforce their tent, weights, stakes, or straps however they see fit in order to ensure the safety of people and property at Vancouver Arts and Music Festival. All Booths will be sitting on a relatively flat concrete surface. Exhibiting artists are expected to come prepared with appropriate equipment to ensure their booth, displays, artwork, and other property are level and safely secured. Vancouver Arts and Music Festival is not responsible for providing equipment to exhibiting artists to create a flat, level environment in their booth space. No refunds will be given due to the condition of the space assigned to the exhibiting artist.

IV. Participants Sales and Tax Collection: Participants are responsible for collecting Washington Sales Tax. Participants must complete and mail in the sales tax forms provided by the State of Washington at registration within 30 days of each show. The State of Washington maintains a list of all Participants exhibiting in the show. Participants who fail to report sales tax will be liable to the State of Washington and not permitted into any shows until all accounts are current. Washington Participants who have a Washington Tax number may file with their annual or monthly reporting. Tax payments must be a check or money order and made payable to the State of Washington. Send payments to the address posted on your tax forms.

V. Registration: Registration is the Thursday before the show. You must register on Thursday to receive your Participant packet, any special updates, and to confirm your booth space.

Please register **BEFORE** setting up your tent and booth to ensure you are in the correct space and have all necessary information about your booth area. You will be assigned a registration time. Arrive on time to register, then return to your vehicle to unload your booth and display, move your items to your booth space, and then relocate your vehicle to open up parking spaces for artists registering after you.

VI. **Set-Up, Tear Down, Loading, and Unloading:**

- a) Unloading: Drive-through unloading and loading out will be available at your designated area after which you will need to park your vehicle in nearby parking. **Load-In times will be assigned for the Thursday prior to the Festival. Please arrive promptly at the start of your unloading time in order to give time for others to also unload. Unload completely and then move your vehicle PRIOR to setting up your booth.**
- b) Set Up You may set up your booth and displays **only after** you have moved your car to a legal parking space away from the immediate vicinity of the City Hall building. You can stay to set up your booth for as long as you need. Security will be on site starting in the evening.
- c) Load-Out Tear down may begin any time after Sunday at 4:00pm, the festival's official closing time. Participants must not close their booths or pack before this time. Booths must be open for business during the advertised hours throughout the entire three days.

Please tear down and pack up your entire booth and displays **BEFORE** moving your vehicle into a nearby Loading space.

VII. Security: Security is provided on Thursday, Friday, and Saturday overnight. While this service is offered for the safety of booths and their contents outside of event hours, artists are ultimately responsible for both. As such, we recommend small, high value items are not left in the booth overnight, contents are put away and secured at the end of each day, and tent walls are zipped up and secured. Name tags are provided to the Participants and must be worn during show hours. If you desire admittance to your booth after or before show hours you must wear your name tag so that you can be easily identified by security patrol. You may be asked for a photo ID. Please be polite and accommodating as security is doing their job to keep participant's property safe.

VIII. Electricity: Electricity is available to a limited number of exhibitors. Access will be granted on a first come, first served basis by request on your

application. Generators are NOT allowed for exhibitors due to the noise pollution they produce in close proximity to other participants.

IX. Clean Up: Participants are required to clean up their booth space of all trash (micro and macro) and haul it to the trash cans. We appreciate your help in keeping the space clean. The Festival will not tolerate trash left behind. Any participant who leaves trash behind in their booth space will be charged a clean-up fee of \$50.

X. No Pets: No exhibitors will be permitted to have their pets with them during the Festival unless the animal is a registered service animal.

XI. Emergencies: If there is a medical emergency, there will be an emergency number listed in your packet who will contact emergency services. For minor cuts and bruises the Art Association Admin Tent is equipped with a first aid kit. Lost children should be directed to Admin Tent where volunteers will contact the Event Coordinator.

XII. Weather: Although weather in Vancouver can be unpredictable, we plan to host a great event, rain or shine. Please plan accordingly. In the unlikely event of severe weather, Vancouver Arts and Music reserves the right to cancel in an abundance of caution for the safety of our patrons, participating artists, volunteers, and staff. Should there be a need to cancel the VAMF, Columbia Arts Network will return 50% of the initial registration fee to the Vendor.

XIII Appearance and Materials: Release Participant agrees that VAMF may photograph film and/or record Participant and Participant's booth/materials in VAMF materials, in any and all means and media for advertising.



DRIVE THROUGH UNLOADING AND LOADING ROUTE

Enter 4th Street from Columbia Street, at the end of 4th Street turn North into the alley way and follow the directional signs to unload and load.