



ART on the Square 2014 fine arts & crafts vendor information and application

www.redwoodcityevents.com • ArtontheSquareRWC@gmail.com

Mail completed application and all checks to: ART on the Square • PO Box 7175 • Redwood City, CA 94063

Please read all instructions before submitting your application. Incomplete applications will be returned without being juried.

ART on the Square (AOTS) is a series of juried shows held on the streets surrounding Courthouse Square in the heart of downtown Redwood City. The shows complement:

- Music on the Square, Redwood City's Friday evening summer concerts
- The PAL Blues Festival in July benefiting the Police Activities League

2014 Schedule:

ART on the Square: Fri 6/13, 5 – 8:30pm

JEWELRY on the Square: Fri 7/11, 5 – 8:30pm

ART on the Square: Fri 7/25, 5-8:30pm & Sat 7/26 (PAL Blues Festival), 11am-8pm

ART on the Square: Fri 8/22, 5 – 8:30pm

SAVE THE DATE FOR OKTOBERFEST: Sat 10/11, Noon – 6pm. Show is not yet confirmed.

Gift Certificates To increase sales, we hold a drawing for four \$25 gift certificates that winners will spend at the artists' booth of their choice during the show.

Fine Art & Fine Craft Only

- All items sold *must be created* by the vendor and not be made from commercial patterns, kits or molds.
- No imported or mass-produced products allowed.
- We will ask you to remove any type of work from your booth that was not represented in your images for jurying.

Canopies & Displays Vendors provide their own display set-up: canopy, panels, tables, chair, etc. Artists must be present in their booths for the entire show. No early breakdown allowed without promoter's approval. A limited number of canopies will be available to rent from the City. This must be noted on the application and paid for in advance.

Jurying

- We jury for the highest quality work in a variety of media, styles, and price points represented at every show.
- We jury until each show is filled.
- The jury fee is \$10 per show. Jury checks will be cashed upon receipt of your application.

Fees

How to pay jury & space fees:

- Send ONE check for all jury fees.
- Send SEPARATE checks for each show requested.
- Make checks payable to "Art on the Square" **except** Canopy Rental fees, which are payable to "City of Redwood City."

Example: To apply for a 10' x 10' space at the June 13, July 25-26, and Aug 22 shows you would:

- Write ONE check for \$30 to cover jury fees for all three shows.
- Write a SEPARATE CHECK FOR EACH SHOW; 1. June - \$40, 2. July - \$165, 3. Aug - \$40.
- TOTAL: FOUR CHECKS (Three checks for three shows and one check for the jury fees).
- Jury fee checks will be cashed upon receipt of your application.
- Checks for space fees will be cashed upon acceptance.
- If you are not accepted to a show, your check for space fees and your photos will be returned.

Images Good photos are critical, especially in competitive categories like jewelry. Your photos show us the design, originality, and craftsmanship that go into the creation and display of your art. It's how your work is compared with other work in the same category. Send sharp, clear photographs of recent work. NO PHOTOCOPIES.

- Four separate color photos (min 4" x 6", max 8" x 12") per category that represent the work you will be selling. For example, a glass artist who makes both dishware and jewelry should provide four photos of the jewelry **and** four photos of the dishware.
- One color photo (min 4" x 6", max 8" x 12") of your outdoor display as it will be set-up.
- Show only one piece of work per photo (e.g., one plate, one glass, not a set of dishes).
- Photos must accurately represent the work you will be exhibiting in your booth.
- Print your name on the back of each photo.



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SASE (Self Addressed Stamped Envelope) Include a SASE large enough to hold checks and photos with correct postage. If not accepted, checks and photos will be returned via SASE. If accepted, photos will be returned at your last event or by mail via SASE.

Cancellations *No refunds given for cancellations received less than 60 days prior to the date of the show.* Cancellations received 60 days or more prior to the date of the show will be refunded as follows:

- Cancellation refunds for 6/13, 7/11, 8/22 shows: 10' x 10', \$25 or 10' x 20', \$50
- Cancellation refunds for 7/25-7/26 show: 10' x 10', \$90 or 10' x 20', \$180

Booth Sharing Although we prefer one artist's work per booth, two artists may share a space and split the space fee. Each artist must provide four photos of their work per category and each must pay a separate jury fee. Because AOTS shows are juried, one artist's work may be accepted and the other's may not. Should this be the case, please note on your application if you would want to show as an individual in that situation. Both applications should be sent together, but each artist should include a separate SASE with the applications.

Wait Lists We create a waiting list if a particular category fills. Jewelry is the most popular category by far. We frequently fill all our spots for jewelers well before the show itself is full. We then create a waiting list from accepted applicants. If an artist in the filled category cancels, then we fill their spot from the waiting list.

Application Deadlines

- Application packets must be received one month prior to the show. For example, the application deadline for the June 13 show is May 13.
- Jurying begins as soon as we receive applications. In other words, well before the application deadline.
- All shows are juried until filled.
- Applications will be accepted after the deadline for available spaces or wait list consideration

Email Notification – All correspondence from AOTS will be by email. If you do not have an email address, please provide a viable email of a friend or family member you can access easily. Vendor instructions for each show, including, but not limited to space number, directions and parking info will be sent a week or more before each show. You will be asked to email acknowledgement of your receipt of these instructions.

Please note our new email address: ArtontheSquareRWC@gmail.com

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EARLY BIRDS: Images of work by artists accepted before 4/1/2014 will be considered for our postcard. We print 7000 6"x 9" postcards that are available to artists and distributed to local businesses, San Mateo County libraries, and at all Redwood City summer programs throughout our 2014 season.

AOTS wants to acknowledge and thank:

The Redwood City Department of Parks, Recreation, and Community Services
The Redwood City Civic Cultural Commission
The Redwood City Parks & Arts Foundation



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Artist's name (please print)	Company name
E-mail address	Website
Address	City, State, Zip
Cell Phone	Other Phone

New applicants: How did you find out about AOTS? **Returning Artists:** How many years have you exhibited with AOTS? CA Seller's Permit number. Vendors are responsible for sales tax collecting and reporting. To obtain a permit call (800) 400-7115 or go to <http://www.boe.ca.gov/>

Media and detailed description of how you produce your work. Applications missing this info will be returned without being juried. List all categories of work to be sold in your booth. Jewelry is a separate category. For example, an artist who makes glass dishes and jewelry would list "fused glass dishware, 60%. \$25-\$100" and "fused glass jewelry, 40%. \$15-\$75". Use the back of the page if necessary.

Media (e.g., ceramics, fused glass, watercolor, photography, etc.) Provide four photos of work in each medium. Percentage of display and price range of work

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On the back of this page please provide a detailed description of your design process, materials used, and how you create your work. For example: "I sew patchwork quilts of my own designs using a variety of fabrics such as cotton, wool, and silk. Each quilt is unique." →→

Shows requested. Check each box for the show(s) you want and the box indicating the space size:

Canopy Rental: A limited number of 10x10 canopies will be available to rent for each show. The price is \$35 per show, \$50 for the PAL Blues Festival. Please write a **separate check** to "City of Redwood City" for **EACH** show you are requesting a canopy. Canopy will be set up and taken down by the City. First come, first served. Subject to change.

- Fri 6/13, 5 – 8:30pm: 10' x 10', \$40 or 10' x 20', \$80. *Canopy rental: \$35 each. # canopies: _____*
- Fri 7/11 (JEWELRY on the Square), 5 – 8:30pm: 10' x 10', \$40 or 10' x 20', \$80. *Canopy rental: \$35 each. # canopies: _____*
- Fri 7/25, 5-8:30pm & Sat 7/26 (PAL Blues Festival), 11am-8pm: 10'x10', \$165 or 10'x20', \$330. *Canopy rental: \$50 each. # canopies: _____*
- Fri 8/22, 5 – 8:30pm: 10' x 10', \$40 or 10' x 20', \$80. *Canopy rental: \$35 each. # canopies: _____*
- SAVE THE DATE FOR OKTOBERFEST: Sat 10/11, Noon – 6pm. Show is not yet confirmed.

Canopy Rentals Only: I agree to return the canopy in its original condition as provided by the City of Redwood City. Initial here: _____

Checklist: Please read all instructions before submitting your application. **Each item must be included for your work to be juried.**

- Check(s) for Space Fee(s): Write a **separate check for each show** payable to "ART on the Square."
- Jury Fee: \$10 per show. **One check for all jury fees** payable to "ART on the Square."
- Images for Jurying: 4 color photos (min 4"x6", max 8"x 12") of each category of work and 1 color photo of your booth set-up.
- SASE (self addressed stamped envelope): With adequate postage and large enough to hold checks and photos.
- Optional: Check(s) for Canopy Rental. **A separate check for each canopy requested**, payable to "City of Redwood City".
- Application: Sign & date. Keep a copy for your records. Incomplete applications will be returned without being juried.

Please read and sign: I have read the information and agree to the rules & regulations stated. The undersigned agrees to indemnify and hold harmless, the City of Redwood City, Its Council, Officers, Boards, Commissions, Agents, Employees, Beth Mostovoy, and Christine Oliver for any loss or liability which results or is alleged to have resulted from my participation in this event, including any claim arising out of the applicant's entry, acts, or omissions in said festival or any accident, injury, or damage involved therein, including but not limited to attorney fees and court costs. I agree to allow use of photographs of me and/or my products to be used in publications for promotional purposes (event program, social media, TV production, advertising). I have read and fully understand these policies. I am an adult and my signature is below.

Signature _____ Date _____