

# **GILBERT ART WALK (GAW) VENDOR AGREEMENT**

## **Version 4.1**

### **April 2020**

*The Mission of the GAW is to bring people and revenue into downtown Gilbert by supporting and encouraging small business owners and entrepreneurs through participation in a community based arts and craft event.*

#### **LICENSES & FEES**

1. All Vendors must have a current Gilbert Business License to participate at GAW.
2. Event Fees: \$75 for a 10x10 tent space, \$60 for a two 3x6 table space (not covered), and \$55 for a single 3x6 table space (not covered) per event. Fees are non-refundable and prices are subject to change without notice.
3. The deadline for fee payment is one week before the scheduled event.

#### **SCHEDULE:**

1. As of September 2020, the current GAW schedule is the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month, October through March, from 9:00 am to 1:00 pm.
2. GAW may schedule additional events during the October through March season.

#### **EXHIBIT SPACES**

1. Exhibit spaces must requested and paid for on line.
2. Exhibit spaces will be assigned based on availability and type of product sold unless the space has been purchased for the season.
3. Limit is one artist per space and only one space is provided for artist collaborations.
4. The GAW is held in a park, which means Vendors may be assigned a space whose surface is all grass, all concrete, or a combination of the two; with this in mind Vendors should come prepared with the necessary equipment or materials for set-up and display.
5. Each Vendor will receive an email on Wednesday before the event notifying them of their space location.
6. Underage children are not permitted to run a Vendor's booth or table.
7. Each space must be kept clean and orderly in appearance by the artist using it and exhibit spaces must be left neat, clean and tidy after the event. The Town of Gilbert P&R have provided trash receptacles through the park for trash disposal.
8. Artists must bring his/her own tent, displays, shelves, easels, tables, and pedestals.
9. Each artist must provide their own stand-alone power and lighting if needed to display their product.
10. All tents must be WHITE, clean, in good repair, and in proper working order or you will be asked to remove it. Tents must be free standing and fully functional without the use of exterior tie lines for added support. Table spaces are allowed to bring one solid color weighted umbrella not shorter than 6 and ½ feet tall.
11. All tables must be covered in a table cloth extending to the ground.
12. Tents must be weighted a minimum of 25 pounds at each corner.
13. The footprint for all tents is 10 feet x 10 feet, or 100 square feet, and all product(s) and displays (i.e., tables, sandwich boards, hangers, work etc.) must be fully contained within this space. Artist with displays or work outside of the allotted 10 x 10 space, especially those that impede foot traffic or present a potential public safety issue will be asked to remove them. If you have concerns or questions about this rule please see a GAW staff member BEFORE setting-up your tent.
14. Adult artists who want minors to exhibit must be present with the minors at the event.

15. GAW is not responsible for items, work, equipment or supplies left behind.

### **SPACE ASSIGNMENT:**

1. New artists should check in with a member of the GAW Team BEFORE setting-up to ensure you are in the correct space. Because GAW is located in a small park, many spaces need an explanation on where exactly to place your tent or table.
2. You must give a minimum of 24 hour notice if you will not be attending an event for which you have paid, preferably in the form of a text message to Cheri. Vendors who cancel will forfeit their paid fee. Artists who are “no shows” run the risk of being expelled from further GAW events and forfeiting all paid fees, including their annual space fee.
3. If you HAVE NOT paid for a full season, you WILL BE rotating! Please do not assume you will have the same space every time you participate at the GAW unless you have purchased a season space.
4. Artists cannot give away their space or sublet their space to another artist. Only GAW can assign artists to spaces.
5. Purchase of a season space may not guarantee the artist a specific space throughout the season. Events beyond the control of GAW such as construction, flooding, expansion, etc., may require that GAW move season spaces to one or more different locations during the season. Should this situation arise the preferences of the artist will always be considered, but in the end the final decision rests with GAW.
6. Purchasing a season space means the artist is “leasing” a specific space/location for the season. GAW, not the artist, “owns” the space and there is no guarantee, implied or inferred, that the artist will be assigned that same space next season.
7. The number of season spaces offered, their locations, and the artists selected to fill those spaces is solely the decision of GAW.
8. You can purchase a season space even if you know you cannot attend every event. Just email Cheri and let her know which dates you will not be there so she can back fill your space. This way the art walk is always full which will help to keep people coming.

### **ARRIVAL, UNLOADING AND SET-UP:**

1. Artists may arrive before 7:00 am but they cannot begin setting up before 7:00 am. This is a requirement stipulated in our lease with Gilbert P&R.
2. Artists must be completely set up by 8:30 am. See a member of the GAW Team if you need help in locating your assigned space.
3. If you arrive late (for any reason) and foresee you will not be set up by 8:30 am, you must notify a member of the GAW Team BEFORE unloading and setting up. Artists who are repeatedly late may be asked not to set up and may have to forfeit their paid fee for the event.
4. Upon arrival, please unload and move your vehicle BEFORE setting up your tent or tables.
5. Once unloaded artists must move their vehicle(s) to the designated Vendor Parking Area (See attached Vendor Access/Parking Map) BEFORE setting up.
6. If you have question, concerns or complaints that arise during the arrival, unloading, and set-up process that can be handled at a later time, please EMAIL us AFTER the event.

### **BREAKING DOWN, LOADING AND DEPARTURE:**

1. Artists may begin breaking down and packing up no earlier than 1:00 pm. To do so earlier is a violation of GAW Rules, one we take very seriously.
2. Artists cannot move their vehicle(s) and park along West Page Avenue, North Ash Street or behind Liberty Market to load up BEFORE first breaking down, packing up, and moving all their tents/tables, products, etc., to the curbside. To do so is a violation of GAW Rules.

## **MARKET VIOLATIONS, WARNINGS AND EXPULSION:**

1. Artists not abiding by all of the provisions contained in the GAW Vendor Agreement will receive a written and/or verbal warning from the GAW Team.
2. Upon the third written warning Vendors will no longer be able to participate in the GAW for the remainder of the season. Any and all monies paid at the time of the third warning will not be refunded.
3. The GAW owner has discretion to make any on-site decisions regarding violations and expulsion.

## **GENERAL INFORMATION**

1. Artists are responsible for reading and responding to GAW emails and requests for information by the prescribed deadline, to keep their business contact information current, and to notify GAW of any changes in a timely manner.
2. Only work that has been approved by GAW via the Vendor Application process, i.e. juried work, can be displayed by the artist. No exceptions.
3. Artists must be professional (neat, clean, well groomed) in both their attire/appearance and personal hygiene while participating at the GAW.
4. Artists are responsible to ensure that all non-artists assisting them at the GAW (family members, friends, etc.) are familiar with the Rules contained in the GAW and Vendor Agreement and that they and not their helpers will be held accountable for any rule violations by non-artists assisting them during the event.
5. Locate a member of the GAW Team if you need help opening your tent/table and ferrying materials from the curb to your assigned space. Our goal is to get everyone set-up in the correct space and ready to sell by 8:30 am.
6. If you bring a dog they must be kept on a leash during the entire event. And, when necessary, clean up after them.
7. There is always live entertainment at our events so no other music is allowed.
8. Absolutely no weapons, drugs, alcohol, and inappropriate or graphic materials of a sexual or violent nature are permitted in Water Tower Plaza.
9. The GAW is a smoke free event. If you must smoke please do so outside the confines of Water Plaza Park.
10. Please make every effort to not leave your booth unattended during the course of the event. If you must use the restroom or leave to purchase food or drink, alert the vendor(s) closest to you.
11. It's no secret that a professional, attractive display draws customers to your booth. If you think you might need some help with pricing or in designing a more attractive presentation of your wares please follow-up with a member of the GAW Team. We are here to help. And we want everyone to be successful!
12. If anyone is approached by a customer about being a new artist, please DO NOT send them to Cheri the day of the event. Give them a Gilbert Art Walk card and/or direct them to the GAW website. We have plenty of cards at the information table.
13. The GAW is a "community" event and as a participating artist you are charged with the responsibility of being a good will ambassador for GAW and the Town of Gilbert. This is a responsibility we take very seriously.
14. The GAW is a family of artists and artisans interacting in a professional, friendly, and courteous manner with other artists and members of the public. Inappropriate or offensive behavior and/or profane language will not be tolerated. Incidents must be promptly reported to a member of the GAW Team.
15. GAW Team members will determine and have the right to change market location, hours of operation fees to be paid, right to locate a Vendor's booth right to suspend a Vendor from the market or the right to remove a Vendor from the market at any time.

16. GAW reserves the right to add new Rules to the GAW and Vendor Agreement and/or to amend current Rules throughout the season. Changes will be communicated to all Vendors via email.
17. Photos taken by Vendors at the GAW can be used for promotion and/or advertising.
18. GAW may use any photos taken at or during the GAW for promotion.

**DISCLAIMER: Gilbert Art Walk is not responsible or held liable for acts of God, loss, theft, or damage to artist's product(s) or materials during the event. Artists are not required to have Liability Insurance, although it is strongly recommended.**

**I have read the GAW Vendor Agreement in its entirety and I agree to follow all provisions of the Agreement. I understand that the Gilbert Art Walk is a community or "family market," but that it is also a business. I understand that I may be asked not to participate in the GAW after receiving up to three warnings for violations of the GAW Vendor Agreement and that all heretofore paid fees will be forfeited.**

**The GAW Vendor Agreement must be signed by the artist BEFORE participating in the GAW.**

Print Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

Date: \_\_\_\_\_