

2023 YOUTH ARTS FESTIVAL

ARTS NON-PROFIT AND ARTIST BOOTH APPLICATION



FESTIVAL DATE

October 14, 2023

10:00AM - 4:00PM

Town Common, Greenville, NC

EVENT HIGHLIGHTS

- o 50+ Artists and Arts Organizations will be offering free demonstrations.
- o Performances for the entire family.
- o Hands on art activities for 4,000 attendees.

APPLICATION DEADLINE

September 16, 2023

APPLICATION

Submit application online at:

www.youthartsfest.com

Or mail application to:

Emerge Gallery & Art Gallery

Attn: Youth Arts Festival

404 Evans St.

Greenville, NC 27858

FESTIVAL TIME AND PLACE

Youth Arts Festival 2023 will be located along 1st Street and on Greenville Town Common near the river.

SET UP: 8:00 - 9:30AM

(Vehicles must be out of festival load in area by 9:00AM.)

HOURS OF OPERATION: 10:00AM - 4:00PM

VENDOR LOCATION: Greenville Town Common

BREAKDOWN: Begins at 4:00PM

(Vehicles may not enter the festival site until 4:15PM.)

DATES TO REMEMBER

- o Festival information packet (including booth space assignments) will be emailed out by September 30, 2023.

FESTIVAL STIPEND

- o Instead of an application fee, we give you a \$75 reimbursement for providing a free art activity. Tables and chairs will be provided to you upon request.
- o Checks will be mailed out within two weeks of completion of the festival. Please, be on the look out for an email after the festival for more information.

BOOTH SPACES

- o Booth spaces are 10' wide x 10' deep for arts non-profits and artists. For-profit business must be a sponsor.
- o Booth assignments: Logistics require that requests for electricity will be given first priority, followed by returning vendors for booth location, then other preferences will be considered. Electricity is limited. *Please, take note that this is an outdoor festival.
- o Water sources are available to booths, if noted on application. Water sources could be up to 100-200 feet away.
- o This outdoor festival takes place on a city park which prohibits anchoring any supports into the ground. Please plan to have appropriate weights for your display, in the event of wind.
- o Set-up must be professional in appearance. Participants must stay in place until the end of the festival. All units must be of sound construction and must not obstruct others.
- o Any non-profits selling food items must fill out the food vendor application and pay food vendor fees.
- o Vendors will be asked to keep all noise (including radios, background music, played instruments, etc.) at an absolute minimum in consideration of other artists and patrons.
- o Booths do NOT include tents. Please, plan to bring your own. Tables and chairs will be provided, if requested.

2023 ARTS NON-PROFIT AND ARTIST VENDOR APPLICATION

GENERAL REQUIREMENTS

- o Arts non-profits and artists must prepare a demo or activity at their booth geared towards families and children.
- o Beverages, including bottled water, soda, and food products cannot be sold or given away from the vendor's space.
- o Distribution of literature or samples must be related to exhibit.
- o The East Carolina University name, official trademarks or any representation of the university on merchandise must be approved through the university's licensing office. Only officially licensed products of the university will be permitted with approval by the university or its licensing agency, The Collegiate Licensing Company.
- o All activities at the Youth Arts Festival should be secular.
- o Preference will be given to organizations that 1.) Have the arts as an integral part of their organization's mission, 2.) Offer an amenity to festival attendees, or 3.) Offer a free children's activity or attraction.
- o Vendors must remain in place until the end of the festival. No exceptions.

ARTIST REQUIREMENTS

- o Artists must prepare a demo or activity at their booth geared towards families and children.
- o Artist have the option of selling their own artwork at their booth space, but this should not take away from the activity experience.
- o All artwork and crafts sold at the festival must be the original handiwork of the participant, who must be present.
- o Booths may not be transferred.
- o The applying artist must maintain and accompany their artist booth at the festival.
- o Exhibited work must be in the categories for which the artist was screened and accepted into the festival.
- o All artists must submit an application and images. Please note that the Youth Arts Festival may use artist images for marketing purposes.
- o All artists will be asked to supply a description of artwork for marketing purposes.

ENFORCEMENT

- o The intention of the Youth Arts Festival Committee is to encourage and support the creation of original art. Our staff visits all displays during the festival to ensure compliance with festival rules and regulations. It is our exclusive right and responsibility to remove work that is not in compliance. Non-compliance results in expulsion and ineligibility for future participation. Only work in the style and medium stated in the application may be exhibited.

NON-PROFIT REQUIREMENTS

- o Prohibited items for sale: artwork, craft items, and food or drinks. This would require an artist or food vendor application.
- o Fundraising activities cannot be the primary focus of your booth.
- o Organizations are required to set up and manage their booths for the entirety of the festival. Failure to do so will jeopardize future participation.
- o Organizations are welcome to distribute information regarding their organization. Sale of commercial items is prohibited. Drawings and promotional games are welcomed.
- o Information about your non-profit organization may be handed out to festival participants, but only from your actual booth space. Distribution of materials in other locations of the festival is strictly prohibited.
- o Politically affiliated non-profit groups are not permitted within the festival.
- o Non-profit organizations must have an IRS Tax Exempt 501(C)3 status. ECU Guilds are exempt from needing this.
- o When applying to the non-profit organization portion of the festival, we ask that you include a copy of your tax exemption letter, as well as a copy of a past newsletter or print media item from the last six months.
- o Mission Statement: If you are a non-profit organization, please describe your organization and provide your mission statement.

RAINOUT PROCEDURE

- o Youth Arts Festival is a rain or shine event! The committee will be working to secure an indoor rain location. In the event of inclement weather, the Youth Arts Festival Committee will consider the hazards and needs of festival participants before making any decision associated with canceling or suspending the festival. In such cases, festival officials will keep participants up to date with notifications and decisions in a timely manner. Stipends will not be issued in the event that the festival is canceled due to inclement weather or in the event that a vendor decides not to participate. Should a vendor decide to pack up or leave prior to when the end of the festival has been declared, that vendor may jeopardize future participation in the Youth Arts Festival.

SALES TAX

- o Youth Arts Festival organizers receive no commission on sales. Each vendor is responsible for the collection of North Carolina sales tax during the festival. To apply for a Sales Tax and use a Tax Account Number visit www.dor.state.nc.us and choose form NC-BR. For additional information about North Carolina sales tax, please contact the NC Department of Revenue at 1-877-252-3052.

2023 YOUTH ARTS FESTIVAL ART VENDOR APPLICATION

CONTACT INFORMATION

First and Last Name: _____

Business/Organization Name: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

E-mail Address: _____

Website Address: _____

Facebook or Instagram Handle: _____

Do you need a table and chairs ? ☐ Table ☐ Chairs
(max of 1 table and 2 chairs)

Are you interested in selling your artwork? _____

Please indicate the category and mediums in which you are interested in selling:

- | | | |
|-----------------------------------|---------------------------------|-----------------------------------|
| <input type="radio"/> Drawing | <input type="radio"/> Fibers | <input type="radio"/> Theatre |
| <input type="radio"/> Clay | <input type="radio"/> Sculpture | <input type="radio"/> Glass |
| <input type="radio"/> Mixed Media | <input type="radio"/> Wood | <input type="radio"/> Printmaking |
| <input type="radio"/> Baskets | <input type="radio"/> Painting | <input type="radio"/> Photography |
| <input type="radio"/> Jewelry | <input type="radio"/> Music | <input type="radio"/> Other |

ARTIST/ORGANIZATION INFORMATION

Please describe yourself as an artist or your organization. Also please provide a brief description (six words or less) of the items being sold at your booth (i.e. watercolor paintings, hand-blown glass beads, pottery, jewelry, etc). This statement will be used for marketing purposes.

Artist Bio/Organization Mission Statement: _____

Description of Artwork: _____

Activities or Performances: _____

CRITERIA

- o All work must be handmade and the original design of the exhibitor. No exceptions!
- o Booths do NOT include tents. Please, plan to bring your own. Tables and chairs will be provided, if requested.
- o Vendors are required to remain in place all hours of the festival.
- o All artwork must be visibly priced.
- o Beverages, including bottled water, and food products cannot be sold or given away from vendor's space.

ADDITIONAL INFO

- o Please read attached Rules and Regulations document prior to submitting to the Youth Arts Festival.
- o Youth Arts Festival is a rain or shine event.
- o Application Deadline: September 16, 2023
- o Notifications and booth setup packet will be emailed out September 30, 2023.



2023 YOUTH ARTS FESTIVAL ART VENDOR APPLICATION

IMAGE SUBMISSION

o All artists and vendors who are applying are encouraged to submit up to five digital images of their work on a CD or e-mail images to paula@emergegallery.com. Please send your images in a jpeg format at a resolution of 980 pixels by 1080 pixels. Please save your images in the format of "lastname_firstname_number".jpeg.

*Images are used in promotional material. Please, make sure photos are professional in appearance.

o If you have been accepted to the Youth Arts Festival before, you must re-submit photos of your work.

GENERAL RELEASE LIABILITY AND WAIVER

Youth Arts Festival, Emerge Gallery & Art Center, City of Greenville, and East Carolina University assume no responsibility for lost, damaged, or stolen items. The undersigned hereby discharges Emerge Gallery & Art Center, City of Greenville, and East Carolina University of any and all claims and suits from damages or loss to the undersigned's property during the event. The undersigned agrees to abide by the rules established by the Youth Arts Festival. Anyone not in compliance will be suspended from future participation and are subject to removal with no refund or fee. I authorize the use of digital images, and information herein submitted to the Youth Arts Festival for publicity (both electronic and print usage) and documentation. I have read and understand all information in this application and I agree to comply with all Youth Arts Festival rules and regulations.

Signature _____ Date _____

DIRECT ALL CORRESPONDENCE AND INQUIRIES TO:

Emerge Gallery & Art Center

2023 Youth Arts Festival Entries

404 Evans St.

Greenville, NC 27858

(252) 551-6947

paula@emergegallery.com

Contact Person: Paula Rountree

