



# ART on the Square Summer 2018 fine arts & crafts vendor information and application

www.redwoodcity.org • 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 at Courthouse Square in the heart of downtown Redwood City. This year our shows will complement Music on the Square - Redwood City's Friday evening summer concerts, and the PAL Music Festival in July benefitting the Police Activities League.

## **ART on the Square 2018 Summer Season Schedule:**

ART on the Square: Fri 6/15, 5 – 8:30pm

JEWELRY on the Square: Fri 7/13, 5 – 8:30pm

ART on the Square: Fri 7/27, 5 - 8:30pm & Sat 7/28 with the PAL Music Festival, Noon - 7pm

ART on the Square: Fri 8/24, 5 – 8:30pm

## **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.

## **Jurying**

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

## **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 15, July 27-28, and Aug 24 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 - \$50, 2. July - \$185, 3. Aug - \$50.
  - 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 and how we decide on the location of your booth. 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.

**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 SASE.

**Canopies & Displays** Vendors provide their own display set-up: canopy, panels, tables, chair, etc. **Artist must be present in his/her booth 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. If renting a canopy, it must be noted on the application and paid for in advance.

**Cancellations** **No refunds will be given for cancellations received less than 60 days prior to the date of the show.** Any photos will be returned only if you provided a SASE with correct postage. Cancellations received 60 days or more prior to the date of the show will be refunded as follows:

- Cancellation refunds for 6/15, 7/13, 8/24 shows: 10' x 10', \$40 or 10' x 20', \$80
- Cancellation refunds for 7/27-7/28 show: 10' x 10', \$165 or 10' x 20', \$330

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**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 will 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** We've struggled to get digital images of artists' new work in a timely manner to use in our full color jumbo postcards that we distribute during our summer season. We've changed the deadline for our June 15 show to give ourselves enough time before our first show to create and print the postcards.

- **NEW DEADLINE: Application packets for the June 15 show are due no later than April 6, 2018.**
- Application packets for all other shows must be received one month prior to the show. For example, the application deadline for the July 13 show is June 13.
- Jurying is done on a first come, first served basis and continues until all shows are filled.
- Applications will be accepted after the deadline for remaining 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 you can access easily. Vendor instructions for each show, including space number, directions, parking info, etc. will be emailed a week or so before each show. You are required to email acknowledgement of your receipt of these instructions.

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Redwood City, CA 94063

**Many thanks to these organizations for their ongoing support:**

Redwood City Department of Parks, Recreation, and Community Services  
Redwood City Civic Cultural Commission



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Artist's name	Company name
E-mail address	Website
Address	City, State, Zip
Cell Phone or best phone number to reach you	CA Seller's Permit number. Permit info: 800-400-7115 or <a href="http://www.boe.ca.gov/">http://www.boe.ca.gov/</a>

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

**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." →→

**New applicants:** How did you find out about AOTS? **Returning Artists:** How many years have you exhibited with AOTS?

**Canopy Rental:** A *limited number* of 10'x10' canopies are available to rent on a first come, first served basis. Write a **separate check** to "City of Redwood City" for **EACH** show for which you're requesting a canopy. Canopies will be set up and taken down by the City. Subject to change.

**Shows requested.** Check each box for the show(s) you're requesting and the box indicating the space size:

- Fri 6/15, 5 – 8:30pm:  10' x 10', \$50 or  10' x 20', \$100. *Canopy rental: \$35 each. # canopies: \_\_\_\_\_*
- Fri 7/13 (JEWELRY on the Square), 5 – 8:30pm:  10' x 10', \$50 or  10' x 20', \$100. *Canopy rental: \$35 each. # canopies: \_\_\_\_\_*
- Fri 7/27, 5 - 8:30pm & Sat 7/28, Noon - 7pm:  10'x10', \$185 or  10'x20', \$370. *Canopy rental: \$50 each. # canopies: \_\_\_\_\_*
- Fri 8/24, 5 – 8:30pm:  10' x 10',  10' x 10', \$50 or  10' x 20', \$100. *Canopy rental: \$35 each. # canopies: \_\_\_\_\_*

**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"x12") 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, Jodi Ziff Paley, and Julie Goodenough 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 \_\_\_\_\_