

## CONGRATULATIONS & WELCOME:

We are pleased to inform you that the jury has selected you to take part in the Salem Art Fair & Festival to be held July 16 – 18, 2010. The Salem Art Association takes great pride in our festival and we welcome your participation.

## IMPORTANT DATES TO REMEMBER

- April 2: Fees and signed contract due
- May: Booth notification via ZAPP
- May 3: Last day to cancel for partial refund of booth fees. After May 3, no refunds will be given
- Event Date: July 16 & 17 from 10 am – 7 pm and July 18 from 10 am – 5 pm
- Check in: Thursday, July 15 from 9 am – 7 pm (ID required)
- Set up: Thursday, July 15: 9 am – 2:30 pm (even booth #s), 2:30 – 8 pm (odd booth #s)

## PAYMENT

- Review fee information
- Select all fees that apply
- Fill out, sign and email/fax/mail the entire artist contract (3 pages)
- Pay by credit card or check: If paying by personal or company check, please make payable to the Salem Art Association. Mail completed attached artist contract to:

Salem Art Association  
c/o SAF&F  
600 Mission St SE  
Salem, Oregon 97302

On behalf of the Board of Directors, staff, and the Salem community, we welcome you and look forward to a successful event. Thank you so much for being a part of the 2010 festivities.

Regards,

Debbie Leahy  
Director, Salem Art Fair & Festival



[www.salemart.org](http://www.salemart.org)

BUSH BARN ART  
CENTER



BUSH HOUSE MUSEUM



ARTS IN EDUCATION



SALEM ART FAIR  
& FESTIVAL

SALEM ART  
ASSOCIATION  
600 Mission Street SE  
Salem, Oregon 97302  
Tel 503.581.2228  
Fax 503.371.3342

DEBBIE LEAHY  
Art Fair Director  
Tel 503.363.8434  
[debbie@alexanderleahy.com](mailto:debbie@alexanderleahy.com)

## **FESTIVAL MAP / LODGING**

Please go to the Salem Art Association's website to review a copy of the overall festival map, as well as the individual artist aisles. A list of properties offering discount lodging will also be listed in April.

[www.salemart.org](http://www.salemart.org) / click on Salem Art Fair & Festival / click on Visual Artists / click on Artist Aisle Booth Map (this shows each aisle and booth spaces) / or, you can click on Overall Event Map (this shows the entire event)

## **BOOTH SELECTION PROCESS**

Artist booths are assigned by the Salem Art Association. The event is spread out over a large area of the park. Please review the Artist Aisle Booth Map which has a legend showing the various uniqueness of each aisle. Please note:

- Be general in your request: the more specific your request, the harder it is to accommodate.
- All booths have approximately 2 – 3' behind them for additional storage and 2' between them.
- Both Main Path Corners and Inside Park Corners are limited. If your corner request is not met, you will be refunded before or at the Festival.
- If you choose a corner booth on either side (Main Path or Inside Park), you may not spread out more than the allotted space you have requested. If you require additional space, you will need to purchase a larger booth space area.
- Please note: electricity is not available for artist booths.

If we are not able to accommodate your space request, and if you are unhappy with your location after you receive notification in May, you may send an email to request a new space if one becomes available due to cancellation. Space changes will be based upon first come, first serve, and category.

## **FEES**

There is no commission and Oregon does not have a sales tax.

- 10x10 Single - \$500
- 10x20 Double - \$1,000
- 10x10 Single Main Path Corner - \$700
- 10x20 Double Main Path Corner - \$1,200
- 10x10 Single Inside Park Corner - \$600
- 10x20 Double Inside Path Corner - \$1,100
  
- \$140 - One 10x10 tent rental with 4 sides, 1-8' table, 2 folding chairs (set up and take down included)
- \$200 - One 10x20 tent rental with 4 sides, 2-8' tables, 2 folding chairs (set up and take down included)

## **ENTRANCE PASSES / NAMETAGS**

The Salem Art Fair & Festival is now an admission festival. We will provide an artist nametag and an artist assistant nametag which will be needed to gain entry into the festival during festival hours (not needed during set up or take down).

## COMPLEMENTARY

- An artist lunch is provided on Thursday, July 15 from 12 - 1:30 pm in the park at the United Methodist Church Food Booth in the North Food Court (for even numbered booths setting up in the morning).
- An artist dinner is provided on Thursday, July 15 from 5 – 6:30 pm in the park at the United Methodist Church Food Booth in the North Food Court (for odd numbered booths setting up after 2:30 pm).
- Daily Artist Hospitality at the Artist Hospitality Tent – complementary breakfast foods each morning from 8 – 10 am; complementary hot breakfast Saturday and Sunday from 8 - 10 am; complementary beverages and snacks at the tent from 8 am – 7 pm on Friday and Saturday, and from 8 am – 5 pm on Sunday.
- Daily delivery of water to each booth.
- Postcards – a limited number of event specific postcards will be available for you to send to your mailing list (please make sure to request the postcards to assist us in ordering the correct amount). They will be mailed to you prior to the event.
- Boothsitters – Friday and Saturday from 12 – 2 pm and 2:30 – 4:30 pm; on Sunday from 12 – 2 pm.

## WHAT TO EXPECT WEATHER WISE

July in Salem is typically sunny with blue skies but please be prepared for:

- Heat - extra water for 3 days in your booth
- Wind - wind gusts are rare in the summer but you should consider weighting your booth just in case
- Rain – again, a rarity in July but do make sure you are prepared for possible inclement weather

## ARTIST PARKING, SET UP & CITY PARK RULES

Artists may drive directly to their booth to set up. We ask that you are respectful of your fellow artists by dropping your work and then parking your vehicle away from the area so there is ample space for everyone. Park regulations prohibit artists from driving on the grass (other than in front of the booth, in the artist parking area, or other signed approved areas). As well, all vehicles are prohibited from driving over any curb in the park.

Please note, because of past situations where these rules have been ignored, the Salem Art Association must now strictly enforce these rules as well as the following: any artist who is caught willfully disobeying any park rules, will be asked to pay for any damages, and be disallowed from applying to the Salem Art Fair & Festival for one year. We ask for your cooperation as the Salem Art Association could lose park privileges which, in effect, could mean artists will no longer be able to park in the park, or, unload materials at actual booth sites. Please help us, your fellow artists, and yourself by recognizing the importance of these rules.

Artist parking is located inside the park (please see the overall Event Map). Artists using an RV may camp in the artist parking area overnight with an approval permit clearly showing in the vehicle. Upon check-in, an overnight application must be completed in order to receive the permit. Please note: there is no electricity or water in the artist parking area nor are campfires allowed. Artists may drive to their booth each morning to unload artwork. Volunteers will also drive gators each morning to help artists move their work from the parking lot to the artist aisles.

Set up is on Thursday, July 15. **We have set-up times to help alleviate space crunches: 9 am – 2:30 pm (even booth #s), 2:30 – 8 pm (odd booth #s).** If you request an even numbered booth, but do not receive your request, and if you need an early set up time or all day set up, please call or email with your request. Every effort will be made to accommodate your needs.

**SALEM ART FAIR & FESTIVAL 2010**  
**July 16 – 18 VISUAL ARTIST CONTRACT**

This signed contract, along with your payment is due by 5 pm PDT on April 2, 2010. Artists will not be mapped until both payment and contract are received by SAA. You may pay via credit card or by check made payable to Salem Art Association. You may mail or fax the signed contract.



[www.salemart.org](http://www.salemart.org)

BUSH BARN ART CENTER

BUSH HOUSE MUSEUM

ARTS IN EDUCATION

SALEM ART FAIR & FESTIVAL

**(please print / nametags)**

Artist name \_\_\_\_\_

Artist Assistant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Media \_\_\_\_\_

1. Please check the following requested booth space(s) and equipment:

- \_\_\_\_\_ 10' x 10' single space @ \$500.00
- \_\_\_\_\_ 10' x 10' single corner space along the Inside Park @ \$600.00
- \_\_\_\_\_ 10' x 10' single corner space along the Main Path @ \$700.00
- \_\_\_\_\_ 10' x 20' double space @ \$1,000.00
- \_\_\_\_\_ 10' x 20' double corner space along the Inside Park @ \$1,100.00
- \_\_\_\_\_ 10' x 20' double corner space along the Main Path @ \$1,200.00
- \_\_\_\_\_ 10' x 10' tent (with 4 sides) @ \$140.00
- \_\_\_\_\_ 10' x 20' tent (with 4 sides) @ \$200.00

2.  Please check if you would like postcards sent to you.

3. Please list your preferred aisle(s) and space(s) in order of importance:

First \_\_\_\_\_

Second \_\_\_\_\_

Third \_\_\_\_\_

4. Please list your vehicle information during the event:

Make/Model \_\_\_\_\_ License # \_\_\_\_\_

SALEM ART ASSOCIATION  
600 Mission Street SE  
Salem, Oregon 97302  
Tel 503.581.2228  
Fax 503.371.3342

DEBBIE LEAHY  
Art Fair Director  
Tel 503.363.8434  
[debbie@alexanderleahy.com](mailto:debbie@alexanderleahy.com)

5. Boothsitters are available daily. They are only provided for those artists who are alone with a maximum time limit of 20 minutes per need. Please indicate if you will need a boothsitter:

- Friday between 12 – 2 pm and/or  Friday between 2:30 – 4:30 pm  
 Saturday between 12 – 2 pm and/or  Saturday between 2:30 – 4:30 pm  
 Sunday between 12 – 2 pm

6. Credit Card Payment  Circle  VISA  MASTERCARD

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

CRV Code \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
(Print name on card)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(Where card billing is sent)

I give Salem Art Association permission to charge my credit card for the total cost of my registration fee upon receipt.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Salem Art Fair & Festival 2010 Guidelines (please read carefully and sign)

1. All artists must be accepted by the jury to sell or show at the event.
2. Artwork shall be similar and equal in quality to that presented for jurying.
3. No postcards, magnets or massed produced items may be sold.
4. SAA reserves the right to remove an artist for the violation of selling work not previously approved.
5. Artists must set up in the space allocated by festival staff.
6. Artists must use a tent or have prior approval from the Director to forego a tent structure.
7. Staking of tent legs is permitted BUT no staking is allowed within 1 foot of marked water/power lines which may be located near your booth. When in doubt ask a staff member. If a water line is hit, the responsible artist will be charged for any necessary repairs.
8. Price of the artwork for sale shall remain the same throughout the event. Artists may not wholesale at the event.
9. Participation fee and signed contract is due by 5 pm PDT April 2, 2010.
10. The cancellation deadline is May 3, 2010 by 5 pm PDT. A \$100.00 administrative fee will be deducted from the booth fee, and the remainder will be refunded to the artist within 30 days. After May 3, 2010, there will be no refunds. If you must cancel, no pre-payment will be returned.
11. Receipts: Although it is not required, you are strongly encouraged to give each buyer a receipt for purchased work. The artist must provide his/her own receipt book(s).
12. Artists must be present (no reps allowed) and must remain at the event the entire three days in the assigned booth space and have enough inventory to last throughout the event. ID is required.
13. Registration and booth set-up is Thursday, July 15, 9 am to 2:30 pm (even booth numbers), 2:30 – 8 pm (odd booth numbers) unless other arrangements are made and approved by the Director.

14. Artist Marketplace hours are Friday, July 16 and Saturday, July 17 from 10 am to 7 pm; and Sunday, July 18 from 10 am to 5 pm.
15. SAA has 24-hour security patrols but cannot accept liability for loss, damage or theft. It is suggested that artists keep cash at a minimum and out of sight in the booth.
16. The artist is responsible for his/her own booth signage.
17. Please notify SAA immediately if you cannot participate so an alternate artist may be notified.
18. Due to risk and liability concerns, dogs are prohibited in Bush's Pasture Park during the Salem Art Fair & Festival unless they are guide dogs for the alter-abled. Please do not leave dogs unattended in vehicles.
19. Artists must comply with the county's fire code by using booths that are already made of flame retardant materials or have had flame retardant applied by the artist. This applies to the canopy only, not the inside of the booth. Please note: booths may be inspected before and during the Art Fair by local fire department personnel. Failure to comply with this regulation may result in removal from the Art Fair by fire department personnel.
20. Artists must comply with local park rules including all event parking rules. As there is limited parking in the area, all artists must park in the assigned artist parking lot. No artist may park on the city streets or in the neighborhood. If an artist's vehicle is found outside the allocated lot, the artist will forfeit future participation.
21. There is space in the Artist Parking Lot for RVs/Campers. This is available on a first come, first serve basis. Please note, there is no electricity or water in the lot. It is dry-camping only. If an artist chooses to stay in the allotted area, the artist is required to leave the space in the same condition as found. No outside fires allowed.
22. An overnight parking permit is required for all RVs and must be clearly displayed in the RV at all times.

Violations of the above guidelines will forfeit the artist's privilege to be in future Salem Art Fair & Festivals. Removal from the grounds will be immediate. In consideration of the granting of permission to participate in the 2010 Salem Art Fair & Festival, the artist agrees to assume all risk, incident to and including, but not limited to, the use of facilities, use of equipment, and all hazards associated with the operation of the booth and hereby release and agree to indemnify the Salem Art Association, its directors, staff, contractors, and the City of Salem, from any and all claims, demands, actions or causes of action incident to the artist's participation in the Salem Art Fair & Festival. By signing this confirmation contract, I hereby consent to the waiver and agree to follow the guidelines stated herein.

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