



## GENERAL INFORMATION & PROCEDURES

- Sites will be made available on a first come first served basis.
- Site fee covers rental of space at least 10 feet by 10 feet in size.
- All equipment and materials – canopies, tables, chairs, electric chords, etc. – is to be provided by artist.
- Artists may sell his/her work at no additional fee. At least 80% of display pieces must be for sale.
- Sales tax is the artist's responsibility.
- Sale of commercial products will not be allowed. Violators will be asked to leave. Refunds will not be given.
- Insurance will not be provided by the City.
- Security will be provided during the overnight hours Saturday night.
- Schedule for unloading and set-up on Saturday, August 6<sup>th</sup> is from 8:00 am to 9:45 am. Schedule for unloading and set-up on Sunday, August 7<sup>th</sup> if from 10:00 am to 11:45 am. All set up must be completed during this time and vehicles moved to designated areas prior to festival opening.
- Packing and tear-down shall not begin until 7:00 pm on Sunday, August 7<sup>th</sup>. Artists who leave early will not be invited back to attend future festivals.
- Vehicle parking for loading and unloading shall occur in designated areas only. There will be no unauthorized vehicles permitted within the park except in designated areas. Volunteers will be available to provide assistance with loading and unloading.
- Application deadline is May 1, 2011. A \$20 late fee will be charged for applications filed following this date. Applications submitted after July 1, 2011 will not be accepted.
- Courtesy contact to confirm application acceptance and site location will be made via email after June 1, 2011.
- Upon notice of cancellation before May 1, 2011, 50% of application fee will be refunded. After May 2, 2011, no refunds will be granted.
- Please provide 2-3 pictures of your artwork with your application. The picture may be provided electronically via CD or email. If available, also provide a picture of you creating your artwork for marketing purposes.
- The evaluation process is juried. Artist will be notified as soon as possible of acceptance.
- Riverfront Festival of Arts officials have final say on compliance and interpretation decisions.
- For questions or inquiries, please contact:
  - Brooke Locke – [lockebrooke@yahoo.com](mailto:lockebrooke@yahoo.com)
  - Greg Milliken – [commdev@williamston-mi.us](mailto:commdev@williamston-mi.us)

I have reviewed these policies and procedures and agree to comply with them.

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Signature

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Date

*(Please Print and return completed application to:*

*City of Williamston ■ Attn: Riverfront Festival of Arts ■ 161 E. Grand River ■ Williamston, MI 48895)*