

# 35th Annual Choochokam Arts Festival

July 10-11, 2010

## Exhibitor Rules and Regulations

### Fees

Exhibitors are responsible for the timely submission of Festival fees. The jury fee is non-refundable. **Choochokam Arts does not charge a commission on items sold by the exhibitors.**

### Licensure

You are required to have a temporary Langley City Business License. Further information will be provided with the letter of acceptance.

### UBI Number

Booth fees cannot be accepted without a UBI (Unified Business Code) number. For more information call 800-647-7706 or go to the Washington State Department of Revenue website: <http://dor.wa.gov/>. Participants must show proof of valid UBI number when forwarding the required fees.

### Insurance

Choochokam Arts expects all exhibitors to carry their own insurance. You must provide proof of insurance at the time you forward your booth fees following acceptance.

### Booth Assignments

Assignments are at the sole discretion of Choochokam Arts staff and are not interchangeable. While Choochokam Arts attempts to honor specific booth location requests, no guarantees can be made. Individual booth assignments are made to create an appealing mix of mediums, considering the character of the work to be exhibited. The date the Festival fees are received from an exhibitor will be one of several factors used to determine which of the 100 spaces will be assigned.

### Cancellation Policy

If you are forced to cancel, you will receive a 50% refund of your registration fee if you notify Choochokam Arts (PO Box 1686, Langley, WA 98260) **in writing at least 60 days prior to the festival start date**. No refunds will be made after May 11, 2010.

### Weather Preparation

The weather in Langley during the summer months can be unpredictable. Each exhibitor is expected to come prepared for inclement conditions including rain and wind. This includes bringing **weights** to attach to booths and appropriate covers for yourself and your art.

### Pet Policy

Please leave your pet at home. They are not allowed in the booth space. You will be asked to remove the pet if this policy is not adhered to.

### Booth Set-Up

Exhibitors will abide by loading and unloading procedures as prescribed by Choochokam Arts, the Langley Police Department, South Whidbey Fire District and the City of Langley. The exhibitor must agree to set up his/her booth within established boundaries. Chairs and portable items may not extend beyond the booth boundaries. No storage of boxes, stock, etc., will be permitted behind the booths or in front of any business. **The booth must include sides and a**

**back.** The exhibitor must provide the booth, props for display, a cover and **weights** in case of inclement weather. No poly tarps may be used in the booth. Unpainted materials such as pegboard, plywood or lumber will not be permitted. Booths must be pre-built and assembled on site.

### **Participation**

The exhibitor who submitted the application **must be present** both days of the festival. Please do not send a representative in your place. Exhibitors are expected to remain open during Festival operating hours, (Saturday: 10-6:30 pm; Sunday: 10-5 pm) even in the event of inclement weather. Leaving the Festival early may jeopardize the exhibitor's participation in future Festivals

### **Art Work Criteria**

Exhibitors may only show work in the category approved by the jury. Work exhibited must be comparable in size, style and quality to the work presented in the application accepted by the jury. Works beyond the scope or medium as originally accepted by the jury will be prohibited from exhibition. Compliance will be verified during the festival. Participants must comply with the juried selection criteria as described in the *Exhibitor Application Form* and the *Letter of Acceptance*. No forms of mass production are permitted in any category. Choochokam Arts reserves the right to remove any works that do not meet the standards set forth in the *Exhibitor Application* and these *Rules and Regulations*.

### **Refunds**

There are no refunds due to inclement weather.

### **Sales Tax**

Participants are responsible for collecting and paying sales tax.

### **Security**

Booths may be left up overnight but at the sole risk and responsibility of the participant. Although we recommend that the products be removed overnight, it is the participant's decision and responsibility

It is understood that Choochokam Arts is a nonprofit 501 (c)(4) organization. As an exhibitor you must agree to hold harmless its officers, directors, employees and agents from and against any and all liability which may arise by reason of the participant being given the right to be in the show and which may arise out of acts and/or negligence of the participant or the participant's employees or other persons acting on the behalf of the participants.

The exhibitor releases Choochokam Arts and all of its duly appointed representatives of all liability and responsibility for any injury, damage or loss sustained by exhibitors, guests or works of art before, during or after the Choochokam Arts Festival or as a result of the display of work, equipment or materials.

Choochokam Arts reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.