

# ARTIST /VENDOR APPLICATION

Fall 2021 – Saturday's starting October 23rd through November 2021 10:00 a.m. – 8:00 p.m.

Spring 2022 – Saturday's starting March 1st through November 2022 10:00 a.m. – 8:00 p.m.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Returning Artist: ( Y / N )

Home Phone: (     ) \_\_\_\_\_ Office: (     ) \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

Artist Medium/Media: \_\_\_\_\_ Price Range: \_\_\_\_\_

Artist Median Type(s):

<input type="checkbox"/> Ceramics	<input type="checkbox"/> Glass	<input type="checkbox"/> Collage	<input type="checkbox"/> Digital	<input type="checkbox"/> Mosaic
<input type="checkbox"/> Painting	<input type="checkbox"/> Photography	<input type="checkbox"/> Printmaking	<input type="checkbox"/> Textile Art	<input type="checkbox"/> Jewelry
<input type="checkbox"/> Sculpture	<input type="checkbox"/> Metalwork	<input type="checkbox"/> Wood	<input type="checkbox"/> Other _____	

## Processing fee due with application:

**\$20 non-refundable** application processing fee per person (**Insurance required**)

Vendors who would like to be considered must submit up to 5 photographs plus booth.

**Processing fee for monthly artist will be waved.**

## VENDER BOOTHS: Saturday's 10:00 am to 8:00 pm

• 10 x 10 – (1 week only) \$150.00 • Monthly 10 x 10 (4 weeks) - \$125.00 per week, includes web site listing

## FALL 2021 SCHEDULE - Please check all that you are applying for:

• October: 23 • November: 6 13 20 27

• **Day of the Dead** - Special event, October 30, 10 x 10 **\$200.00**

**Add-Ons: (Optional)**  Electrical Fees: \$25 - 110 volts / 5 amps

## CREDIT CARD PAYMENT:

Visa  MasterCard  AMX - No. \_\_\_\_\_ AMT \$ \_\_\_\_\_ EXP. DATE \_\_\_\_\_

3 digit # security code on back of credit card: \_\_\_\_\_

Name on card: \_\_\_\_\_

Credit Card Address \_\_\_\_\_

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

*I have read and agree to abide by Artfair OTSD rules and regulations. I understand that this application does not guarantee a space and agree to abide by the decision made by the Artfair OTSD jury.*

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

Please mail or email the application form, payment and submissions by **October 10, 2021** to

**Visual Media Group**

3940 Hortensia Street, Suite 201 San Diego CA 92110 Phone 619.656.4721

Email: [chris-vslmedia@cox.net](mailto:chris-vslmedia@cox.net)

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# 2021 Artfair

## Rules, Regulations and General Information for Participation

**The Artfair Old Town San Diego** is a one day event every Saturday taking place in the Historic Old Town San Diego. Visitors to the event will enjoy the one-of-a-kind art from remarkable local, regional artist. The Artfair in Historic Old Town San Diego is a free event open to the public. The Artfair Show in Old Town is strictly a Juried Show. Original art, prints, cards, posters, tiles of artist work are permitted. Special events booth merchandise must be pre approved. Literature and other noted information about the artist's work are permitted.

**Terms of Exhibition:** I have read and agree to all of the specified terms and conditions set forth in the Artfair OTSD application. As a participant, I further release and indemnify the Artfair OTSD and all of its duly appointed representatives of liability and responsibility for any damage, injury, or loss sustained by exhibitors, guests or other participants before, during and after the event or as a result of the displays of my work, equipment, or materials. I understand that the Artfair OTSD management reserves the right to remove anything that does not meet the standards set forth in this application. I understand that there are no refunds or rain checks due to inclement weather. I agree to accept all decisions of the Artfair OTSD management. I agree to allow the Artfair OTSD management use of enclosed slides, photos, and other promotional materials, including photographs and videotapes taken at each Artfair OTSD for the purposes of promotion of the Artfair OTSD year and future years. The undersigned agrees to indemnify and hold harmless, Visual Media Group, Old Town San Diego Guide, Artfair OTSD, Old Town San Diego Chamber of Commerce, City of San Diego, its clients and affiliated organization or entities, directors, officers, agents, employees, or any of the above from any and all liabilities, demands, claims, damages, or costs to property or persons as a result of participating in the Fall 2021 Artfair OTSD.

**Registration Information:** Application available on [www.oldtownsandiegoguide.com](http://www.oldtownsandiegoguide.com), office Visual Media Group (619) 656-4721 email via [rob-vslmedia@cox.net](mailto:rob-vslmedia@cox.net) or [chris-vslmedia@cox.net](mailto:chris-vslmedia@cox.net). Return to [chris-vslmedia@cox.net](mailto:chris-vslmedia@cox.net), or mail to Visual Media Group 3940 Hortensia St. San Diego, CA 92110. Registration will be on going for Fall season until November 20, 2021. Application for Spring Artfair OTSD 2022 will start January 10, 2022.

**Sales Tax:** Vendors must have a valid California Sellers Permit. Vendors are responsible for collecting and reporting any and all sales tax. Sellers permit must be submitted with poof of insurance.

**Space Allocation and Rentals:** The Artfair OTSD will assign artists to a designated area. The Artfair does not accept responsibility for artists work before, during, or after the event.

**Refund Policy:** Accepted exhibitors at the Artfair OTSD may withdraw for the event 30 days prior to the show date and receive a 50% refund on their booth fees only. If withdrawal is mad within 30 days of the show date, no refunds are available as all funds are committed to the production, promotion, and marketing of the Artfair OTSD. All refund requests must be made in writing. We will not process your payments until you are accepted to the event.

### Artist responsibility:

- Pay all booth fees.
- To set up and tear down on time.
- Provide staff at your booth to answer any questions and to speak about the art and the exhibit.
- Keep booth open (required) for the entire Artfair OTSD day form 10:00 am to 8:00 pmm
- Provide your on lighting for your booth.
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### Artfair OTSD Will Provide:

- Digital post cards to promote the Artfair OTSD
- Promote Artfair OTSD through web sites, advertising in the Old Town San Diego Guide, Face book,
- Special event Day of the Dead website and face book
- Posters and Banners
- List Artists who have signed up for one month on, website with one image, link to your web site, and or contact information.

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## General Information for Participation

### INSURANCE REQUIREMENTS: Artfair OTSD

We need to get additional insurance from you by October 20, 2021. Listed below are the names and contact information of the business that need to be additionally insured, with the 30 day insurance cancellation noted on certificate, for \$1,000,000 for Artfair 2021 listing the dates Oct. 23rd, 2021 through the week(s) you register for. You must also include the endorsement policy and it must list the below organizations on it or reference the policy number on it. Per the City of San Diego, you are also required to have 'Worker's Compensation Statutory Limits' box checked (regardless of your coverage amount). If you use a different insurance company for your workers compensation you are required to provide that coverage as well. Please fax or email us back the additional insurance with copies for each holder. Failure to return the insurance by the above date will effect your participation in this event.

**REQUIREMENT:** Since 2009! Your endorsement policy that comes with your certificate must name the below entities on the endorsement, or reference the policy number on the endorsement not just a blanket policy. The City of San Diego Must be listed on the Endorsement.

#### ON A SEPARATE CERTIFICATE:

City of San Diego  
1200 Third Ave, Ste. 1000  
San Diego, CA 92101

#### ON A SEPARATE CERTIFICATE:

Old Town San Diego  
Chamber of Commerce  
P.O. Box 82686  
San Diego, CA 92138

#### ON A SEPARATE CERTIFICATE:

Visual Media Group/Old Town San Diego Guide  
Artfair OTSD  
3940 Hortensia St.  
San Diego, CA 92110

## TERMS AND CONDITIONS FOR ALL VENDORS

1. All vendors must have an approved application on file with Visual Media Group to share, sample or sell products and/or information with the public within the event footprint. Event producers reserve the right to limit the number of applicants for any one particular type of goods/services thereby protecting all vendors and maintaining diversity at the Fiesta. The vendor coordinator may request additional information, pictures or samples before the application is approved.

2. Booth space assignments and notifications will be made on a first come first served basis according to the date of the completed application form and PAYMENT is received.

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3. Event producers reserve the right to change or substitute vendor spaces for the good of the event and its participants.
4. Vendor Load In: You may drive your vehicle onto the event site to unload between a.m. to a.m. on Saturday, Oct 23, 2021 . Detailed load-in instructions will be sent prior to the event.
5. Vendors must be cleared out of the venue by 10:00 p.m. on Saturday. No vehicles are allowed within the venue until after the event closes.
6. Vendors are required to be open for the duration of the event all day contracted:

CLOSING BEFORE THE END OF EVENT OR STAYING OPEN AFTER EVENT IS STRICTLY PROHIBITED AND IS GROUNDS FOR EXCLUSION FOR THE REMAINDER OF EVENT AND FORFEITURE OF FEES AND EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.

- 1 All business and other activity, for which the vendors have rented space, must be conducted within the designated booth space only! No distribution of promotional materials may be distributed by strolling through the festival grounds.
- 2 Due to potential sponsorship and contractual arrangements, only sponsor related water & beverages will be allowed to be sold. Any failure to comply with these beverage rules may result in expulsion from the event.
- 3 No solicitation of tobacco/alcohol products allowed. No racist, sexist, pornographic or otherwise offensive merchandise literature is allowed. No firearms, ammunition, alcoholic beverages or drugs are allowed on festival grounds. Determination is at the sole discretion of the event producers.
- 4 The sale of or distribution of alcoholic beverages of any kind is strictly prohibited unless contracted.
- 5 Consumption of alcoholic beverages by vendors, volunteers or employees of vendors at their booth is prohibited.
- 6 All vendors are responsible for collecting and reporting their own sales tax.

Additional Responsibilities:

1. Vendors must provide trash receptacles for waste generated by their booth. Improper trash disposal is grounds for and subject to additional fees and removal from remaining of event.
2. You are required to obtain and display all necessary permits and / or licenses. Visual Media Group, Artfair OTSD are not liable and will not refund any fees.
3. Each vendor will be responsible for all of his / her own merchandise or equipment. Visual Media Group, Artfair, will not be liable for any lost, stolen or misplaced merchandise or equipment at the event.
4. **INSURANCE:** You must provide proof of general liability insurance naming Visual Media Group, Artfair Old Town San Diego Guide, Old Town Chamber of Commerce and City of San Diego as additionally insured. Insurance must be received by October 205, 2021.
5. **REFUNDS:** Your booth fee is **NON-REFUNDABLE**, regardless of booth placement, sales, competing vendors, inclement weather, acts of nature or restrictions by governmental agencies to amend or cancel the event, over which the Event has no control
6. **VENDOR PARKING:** Vendor parking is at the responsibility of the vendor. No parking passes will be supplied. It is recommended that the MTS lot on Pacific Highway or the Caltrans lot on Taylor and Sunset be utilized .

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