



SICC

Samish Island Community Center, Inc.
PO Box 268
Bow, WA 98232
www.samishisland.net

March, 2022

Hello Potential Samish Island Arts Festival Vendor -

You are invited to apply as a Vendor for the 24th Annual Samish Island Arts Festival. The Festival takes place Saturday, July 30, 2022 at the Samish Island Community Center between 10am-4pm.

We will again be offering lots of quality Artist Vendors; great Live Music throughout the day; a Beer, Cider & Wine Garden; excellent Food; Children's Crafts; Chauffeured Parking for shoppers; and lots of publicity to bring in the crowds.

We hope you will join us as one of our Artist Vendors! We ask that all applications be received by the Committee by May 1, 2022 and then we will choose the appropriate number and selection of Vendors for a balanced event. You will be notified by May 15, 2022 if you have been selected. Your Entry Fee check will be held until after May 1, and returned if you are not accepted. NOTE: All State and Local Health Department Guidelines will be followed. In the event that these guidelines result in the cancellation of the event, your application fee will be refunded.

Enclosed is the Vendor Application along with more detailed information. If you are interested, please fill it out and mail it along with your Entry Fee. If you have any questions please email us at SamishArtsFest@gmail.com or phone the number on the Application.

Thanks, and we hope you'll join us!

Sincerely, Samish Island Arts Festival Committee

*Samish Island Community Center, Inc. is a 501(c)(3) non-profit organization recognized by the IRS,
Federal ID#91-1118682. Donations are tax deductible to the extent allowable by law.*

24th Annual Samish Island Arts Festival • Saturday, July 30, 2022 • 10 am-4 pm

Sponsored by the Samish Island Arts Committee, in association with the Samish Island Community Center (SICC)
“The mission of the Samish Island Arts Committee is to foster activities that build community and celebrate the artist in each of us.”

(PRINT THIS PAGE AND KEEP FOR FUTURE REFERENCE)

INSTRUCTIONS & RULES

The Entry Fee must be submitted with the Application by May 1, 2022. You will be notified by May 15, 2022 if you have been accepted as a Vendor, and your check will be cashed at that time. The Entry Fee check will be returned to applicants who are not accepted. Please **make checks payable to SICC** (Samish Island Community Center), a 501c3 non-profit organization.

Mail completed Application and Entry Fee to: Samish Island Arts Festival; P.O. Box 268; Bow, WA 98232. After acceptance of your application the Entry Fee is nonrefundable. At the close of the Festival, vendors are also responsible for donating 10% of Gross Sales to the SICC, payable by check or cash only, and rounded to the nearest dollar. Vendors are responsible for collecting and paying their own WA State sales tax, local rate is 8.6%.

Festival organizers reserve the right to select vendors based on balancing the variety of products as well as space available. **Manufactured goods are not accepted**, and items sold must be created by the vendor.

Set-up Schedule: You can set up your booth space either Friday afternoon or Saturday morning.

Friday set-up: Inside: 1:00-4:00 pm only; **Outside:** any time after 3:00 pm.

Saturday set-up: NOTE – We are no longer able to drive around the back of the venue for unloading or storage of vehicles; therefore, outside Vendors will be assigned a set-up time based on their booth location.

Vendors along the back (south) property line must unload their equipment and remove their vehicle between 7:00am-7:45am; Vendors with booths in the rest of the property will have from 7:45 – 9:00 am to unload. You will be notified of your booth location and set-up time about a week before the event. Vendor parking nearby is provided.

Note to Outside Vendors: Tent stakes cannot be pounded into the parking lot surface. Please bring appropriate weights to hold your tent down in case of wind.

Publicity: We print 1/4 sheet publicity handouts with information about the Festival and encourage you to help publicize this event by passing these out. We will also e-mail you a PDF version of our Poster to share with your e-mail list. Please indicate the number of handouts you would like on the Vendor Application form.

No Pets Allowed: We make every effort possible to keep dogs and other pets out of the Festival area and we ask our Vendors to respect this rule also.

Wi-Fi Availability: The Community Center and grounds have Wi-Fi available. You will receive the password information about a week before the Festival, in a ‘Last Minute Instructions’ email from the Committee.

Location & Contact Information: The Festival site is the Samish Island Community Center, 11292 Blue Heron Road on Samish Island (do not use this address for mailing). All mail should be sent to P.O. Box 268, Bow, WA 98232. **You can contact the Festival Committee by e-mail at SamishArtsFest@gmail.com and a committee member will respond.**

Terms and Conditions: Although the Samish Island Community Center and the Arts Festival Committee strive to provide a fun and safe Festival experience, we do not assume responsibility for any loss, damage, or theft of vendor-owned property, or for any personal injury. By submitting an application, you agree with these Terms and Conditions.

NOTE: All State and Local Health Department Guidelines will be followed. In the event that these guidelines result in the cancellation of this event, your application fee will be refunded.

Thank you for your interest in being a Vendor at the 2022 Samish Island Arts Festival!

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VENDOR APPLICATION

(MAIL THIS PAGE, WITH YOUR ENTRY FEE, BY MAY 1, 2022)

Name: _____ Business Name: _____

Address: _____ City: _____ Zip: _____

E-mail: _____ Phone: _____

Website (if applicable): _____ Have you participated before? _____

Description of your art: _____

Inside Space (limit to 10 vendors, due to covid): **\$30 per vendor, plus \$15 per additional vendor at your table.**

Consists of a supplied 8'x2.5' table with 2 chairs. Vendors provide any other fixtures (must let the organizers know the size of any fixtures in addition to the table provided).

Outside Space: **\$30 per vendor, plus \$15 per additional vendor in your space.**

Outside spaces are 10'x10.' Vendors supply their own canopy and any other fixtures, including tables and chairs.

Space Preference: Please check the appropriate boxes with your preferences below. For more information about these items see the "Set-Up Schedule" section of the Instructions & Rules page of this application.

Inside (1 - 8' table, or call with your fixture dimensions)

Outside (10'x10') **NOTE: We no longer have access to the private drive behind the show for loading/unloading. To assure a smooth set-up we will assign an earlier Saturday morning set-up time to vendors along the back row.**

I wish to be in the back row (south property line), with a booth/equipment drop-off time of 7:00-7:45am.

Set-up Time Preference: **Friday afternoon set-up (1-4 pm)** **Saturday morning set-up (7:45 – 9 am)**

Do you need assistance w/booth set-up/tear-down? _____

Special requests: _____ (We will accommodate if possible)

Publicity Handouts: Please mail me (#) _____ 1/4 sheet publicity handouts.

I heard about this Festival via: _____

Signature: _____

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If you have questions or would like to help with the Samish Island Arts Festival - please call Laurie Lundgren (360.766.6362) or e-mail: SamishArtsFest@gmail.com

(For Committee Use)

Date Rec'd: _____ Fee Rec'd: \$ _____
Accept Sent: _____ Database: _____