



Arts Festival

March 2024

Hello Potential Samish Island Arts Festival Vendor –

You are invited to apply as a vendor for the 26th Annual Samish Island Arts Festival. The Festival takes place Saturday, July 27, 2024 at the Samish Island Community Center between 10am-4pm. This year, the proceeds from the Festival will go to the Community Center and the Samish Island Acres Community Garden.

We will again be offering lots of quality artist vendors; great live music throughout the day; a beer & cider garden; excellent food; chauffeured parking for shoppers; and lots of publicity to bring in the crowds. There will also be an on-site ATM available (\$3.00 fee).

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, 2024, after which the Committee will choose the appropriate number and selection of vendors for a balanced event. You will be notified by May 15, 2024 if you have been selected. Your entry fee check will be held until after May 15, and returned if you are not accepted.

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 to **PO Box 268, Bow, WA 98232**. If you have any questions, please email us at **SamishArtsFest@gmail.com** and a committee member will respond.

Thanks, and we hope you'll join us!

Sincerely,

Samish Island Arts Festival Committee

26th Samish Island Arts Festival • Saturday, July 27, 2024 • 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, 2024. You will be notified by May 15, 2024 if you have been accepted as a Vendor, and your check will be cashed at that time. 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. First-time vendors MUST submit photos of their products (or a website where they can be viewed). 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%.

Set-up Schedule: You can set up your booth space either Friday afternoon or Saturday morning. You will be notified of your booth location and set-up time about a week before the event. Parking nearby is provided.

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

Saturday set-up: 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 7:00 - 7:45 am if they didn't set up on Friday night.
- Vendors with other outdoor booths must unload from 7:45 – 9:00 am.

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. You may not use fences for display.

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.

New This Year: on-site cash ATM, \$3.00 fee.

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. Please use the email SamishArtsFest@gmail.com to contact the committee.

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.

Thank you for your interest in being a Vendor at the 2024 Samish Island Arts Festival!

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VENDOR APPLICATION (MAIL THIS PAGE, WITH YOUR ENTRY FEE, BY MAY 1, 2024)

Name: _____ Business Name: _____

Address: _____ City: _____ Zip: _____

E-mail: _____ Phone: _____

Website (if applicable): _____

Description of art: _____

Have you participated before? _____ **If "no", please submit pictures of your art/product**

I wish to share my space with: Name _____ Email _____

Description of additional art: _____ **Include photos if first time vendor**

Island Non-Profit? no yes (fee waived; commissions apply if selling goods)

Inside Space (limited to 10 vendors): \$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 indicate fixture dimensions _____ - maximum 8')

Outside (10'x10') (If you need more room, you will need to pay for 2 spaces).

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

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

Do you need assistance w/booth set-up/tear-down? _____ (We will accommodate if possible)

Special space requests: _____

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 contact:
SamishArtsFest@gmail.com and a committee member will respond.

(For Committee Use)

Date Rec'd _____ Fee Rec'd: \$ _____

Accept Sent: _____ Database: _____