

ZAPP registration form – approved copy for 2024

Sunset Valley ARTFEST

April 27, 2024, 10 a.m. - 5 p.m.

Outside at the Toney Burger Center

Join us for the 16th Annual Sunset Valley ARTFEST, April 27, 2024 hosted by the City of Sunset Valley Arts Commission. For the past two years, ARTFEST has had a record number of art and food booths with over 100 artisans showcasing their handmade merchandise including oil paintings, drawings, sculptures, glass creations, jewelry designs, metal and woodwork items, and much more. This is a one-day event from 10 a.m. – 5 p.m. with over 8,000 attendees. The FREE ADMISSION event offers something for everyone in the family with avenues of artisans, two live music stages with Austin area talent, local food trucks, and a separate area for children's fun and interactive activities including a performance stage. There is ample FREE parking onsite for vendors and the public close to the festival.

IMPORTANT DATES:

- **November 1, 2023** Registration opens for artists and food vendors
- **March 17, 2024 (11:59 p.m.)** ALL registration closes
- **April 1, 2024** Vendors will be notified by April 1 if they are accepted to participate
- **April 5, 2024 (11:59 p.m.)** ALL booths MUST BE PAID FOR, or vendor will lose their space/no refund
- **April 8-9, 2024** Any waiting list vendors to be notified by festival management and booths paid
- **April 15-17, 2024** Vendor packets sent out via Zapplication with booth location/number, parking information and credentials, maps, load in and load-out details.

EVENT DAY -

SATURDAY, April 27, 2024:

7:30 a.m. - 9:00 a.m. Vendor check-in onsite and load-in

5:00 p.m. Vendor vehicles allowed back onsite by security, **same check-in procedure as done in the morning, NO VEHICLES ONSITE UNTIL ALLOWED due to public safety issues**

5:00 p.m. Load-out begins (NOT BEFORE)

COMMUNICATION:

Correspondence and applications will ONLY be taken through the ZAPApplication system. Please be sure to add the ZAPP address to your email contacts and check your spam and junk mail folders to make sure you haven't missed any emails from us. ZAPP customer service will be your point of contact for assistance with your application and photos since they maintain the software. For other questions, you can email Michele Golden at arts@sunsetvalley.org to assist you.

You can also check our website at www.sunsetvalley.org/artfest or follow our social media pages on Facebook or Instagram @sunsetvalleyarts, for additional information and updates about the event.

APPLICATIONS:

Please note - this form is for both art and food vendors.

RETURNING VENDORS

Any returning vendors will be reviewed and must go through the same criteria and selection process.

ARTISTS

Only hand-crafted items will be considered. No commercial or secondhand sales. All work must be original by the artist accepted, such as paintings, sculpture, woodworking, photography, jewelry, fiber arts, prints, lithographs, serigraphs, etchings, wood, etc. Booths must be staffed at all times during the event hours by the artist or designated representative. We do NOT offer sitters for you to have breaks.

The application MUST include four attached images of the items you propose to sell for jury review. Include an array of items and shots of individual pieces. All works are to be approved by the Sunset Valley Arts Commission. Do you sell more than one type of item? (i.e., paintings and pottery, or candles and woodworking, etc.), then please make a note of the types of items sold on your application, which is your priority selling item, then the second item. We ask if you are approved for selling paintings, then you offer mainly that item for sale in your area. IF you have secondary items, you must submit images for prior approval, and they must be limited in your area. Be sure to click the appropriate medium when you fill out your form.

FOOD VENDORS

Select the Non-artist category and fill out the information requested. You must attach images of your tent, truck or trailer with images of your menu. The Austin Health Department sheet that is attached to the registration form must be printed, filled out, signed, and uploaded as an image with your Zapp application to be processed.

Please list exact dimensions of your space or truck.

PHOTO UPLOADS

To upload current images of your work, make sure and check the image size. Files should be no larger than 5MB and in one of the following formats: PDF, DOC, DOCX, XLS, XLSX, CSV, JPG, JPEG, PNG, TIFF.

Tip -- It usually works to take photos with your phone and save as large vs. actual size.

Please note that in addition to providing a means to assess your work, any photographs submitted may (upon our acceptance of the artist) be used to promote the show (posters, postcards, social media, advertising, etc.).

Any questions concerning filling out your application or the process should be made to the

ZAPplication customer service, not Sunset Valley. Thank you.

PAYMENT:

- To start your online application to register for space at the event, you FIRST must pay a \$5 non-refundable application fee by credit card or Paypal.
- Once you have been accepted and invited to participate at the event via Zapplication email, THEN you will be able to make your full booth payment BY April 1, 2024.
- Refunds are not available. This is a rain or shine event.
- Returned checks or credit cards with insufficient funds will be charged a \$50 fee.

TENT SET UP and SAFETY REQUIREMENTS:

- Vendors are to provide their own tent, panels, chairs, bins, tables and merchandise within the booth space. It is also understood that each booth operator is responsible for assuring that all items in their booth are well secured for wind, rain, etc. with their own sandbags or other weights. No water barrels.
- Booths will be set up on pavement and **tents MUST be held down with 40 lb. weights per leg** to ensure safety of your tent and your neighbors' area. Any booth operator negligent of not securing their area appropriately that causes damages to another vendor's area or property will be responsible for those damages. Any tents without the appropriate weights can be denied participation at the event and no refunds will be given.
- Booth operators will take precautions and are responsible for properly securing their items, hanging racks, and display set ups in their tent area as to not blow into or damage another vendor's booth and merchandise.
- Booth operators will be responsible for securing items in their booth. No stakes are allowed into the pavement. Artists are not allowed into the show with less than the minimum amount of tent weight.
- Vendors must provide their own booth staff for the entirety of the event. ARTFEST will not provide staff to sub for vendors in their booth or give breaks.
- Food vendors will be responsible for their own extension cords and ONLY QUIET generators. You must contact the festival coordinator for more detailed information about your set up, possible electric needs and vehicle length.

CHECK-IN DAY OF EVENT:

- Load-in is between 7:30 - 9:15 a.m. Saturday morning.
- Vendors will do a drive-thru check-in at a designated point starting at 7:30 a.m., then drive directly to their booth number/space for quick unloading before parking in the designated vendor parking area.
- All vehicles must be moved to Vendor Parking at a nearby lot as soon as their items are unloaded, BEFORE they set up their booth. Parking attendants can help direct you.
- ALL CARS MUST BE OUT OF THE DESIGNATED FESTIVAL SHOPPING AREA BY 9:15 a.m.
- Load-out starts at 5 p.m. that day (NOT BEFORE) with more details to be provided at a later date.

ATTENDANCE:

- All vendors must stay open during the entire show.
- Booths (tents and equipment) must be set up by 9:15 a.m. Teardown will begin at 5:00 p.m. No vendors will be allowed to load out until the show closes at 5:00 p.m.

SMOKING:

Vendors will not smoke in their tent, or the immediate area of the main festival exhibits due to fire hazards.

SALES TAX:

- All vendors are required to have a current Texas Sales Tax permit and are responsible for collecting and reporting sales tax (8.25%) collected in Sunset Valley.
- Please have a copy of your permit available to show at the event.
- All vendors are responsible for their own sales and taxes, with no commission taken by the festival.

FOOD VENDORS:

- Are required to provide all items needed for set up and selling of food and only non-alcoholic beverages at their site.
- If generators are needed for food trucks or tents, **ONLY** quiet generators may be used without emitting fumes. If electric hookups are needed, they are limited, and you must inform the festival producer when applying and provide your own extension cord.
- The festival coordinator will apply for ALL temporary food health permits directly with the city from the information provided and will hand out health permits at check-in on the day of the event.

No Solicitation - No exhibitor or their representatives will engage in any type of solicitation or promotion of any other products, supplies, or events at their space, unless they are a sponsor of the

ARTIST BOOTH PRICING:

Standard booth 10' x 10' tent in 11' x 11' space - \$125

Double booth in 11' x 22' space - \$250 and are not guaranteed to be a corner booth

(Note - each booth space fits a 10' x 10' tent within an 11' x 11' space)

FOOD VENDOR PRICING:

Mobile Food Truck or Trailer with current City of Austin Mobile Food Permit -

\$280 for your space. We have double-checked with the City of Austin Health Dept. since our food permits come from that office, and even though you may have a current operational mobile truck

permit, **you still MUST have a separate one-day temporary health permit for attending our festival.**

Food Tent or Prepared Food or Prepackaged Product Tent -

\$280 booth/space and temporary health permit from City of Austin (to be ordered and purchased by the festival coordinator and given to you on the day of the event to post at your site).

HEALTH PERMITS:

ARTFEST will purchase one-time, one-day temporary health permits for the day of the event for ALL FOOD VENDORS - whether you are a food TENT, TRUCK, or TRAILER set up - you still need to fill out the health forms we have for registration and submit to us. The \$280 fee is the amount charged by the City of Austin for temporary food permits and includes the festival booth fee. You will receive this one-day permit on the day of the event WHEN YOU CHECK IN that morning starting at 7:30 a.m., to be posted in your area or on your vehicle. Vendors must adhere to all health and safety regulations including wash stations and sanitary requirements.

If you have other pre-packed food items that you make and sell, please call festival organizers first to discuss health permits needed, and if you are with the Cottage Law for your items.

BOOTH SET-UP AND BREAKDOWN: All vendor check-in begins on April 27, 2024 at 7:30 a.m. Artist tents, and food tents/trucks and equipment must be set up by 9:15 a.m. Vendors must be ready to open to the public by 10:00 a.m. Vendors are expected to participate regardless of weather conditions. Spaces are on pavement. Food vendors must provide their own extension cords. Breakdown will begin at 5 p.m. Early breakdown is NOT permitted. main event.

No refunds will be given for this event.

I, the undersigned do hereby agree to indemnify the City, its officer, agents, contractors and employees from any and all claims, losses, causes of action and damages, suits, and liability of every kind including all expenses of litigation, court costs, and attorney fees, for injury to or death to any person, or for damages or claims from any loss of property arising from or in connection with participation in the Sunset Valley ARTFEST.