CAMBRIDGE ARTS | RIVER FESTIVAL

Arts Bazaar Vending Area Information and Regulations

About the Cambridge River Festival:

The 2018 Cambridge Arts River Festival will be held on Saturday, June 2, 2018 11am-6pm (Rain or Shine)

The Cambridge River Festival is an annual celebration of arts, food, and culture, attended by over 175,000 people. The event features staged and roaming performances, family entertainment, interactive arts, food, and fine arts & crafts and is held from 11am-6pm. The 2018 Cambridge Arts River Festival will be sited on the East Cambridge waterfront. Festival activities will take place along the DCR Cambridge Parkway between Edwin H. Land Boulevard and the Lechmere Canal.

The Arts Bazaar is a curated marketplace for a wide range of items both domestically made and imported from around the world that are representative of the many ethnic and cultural backgrounds found in Cambridge. We accept vendors who sell unique, high quality, one-of-a-kind, original and/or hand-made works. If multiple vendors want to sell similar items, we will work to minimize duplication and/or decline applications that offer overly similar items. Applications are reviewed on a first- come, first-served basis. Repeat vendors will be given priority consideration but must submit as early as possible to receive this benefit.

The following documents are enclosed:
- ✓ Arts Bazaar Vendor Application
- ✓ Festival Map, indicating Arts Bazaar Vending Area

What Qualifies:
- One-of-a-kind and limited edition works of art including: paintings, drawings, illustrations, sculpture, ceramics, pottery, handmade jewelry, fiber art, glasswork, woodwork, mixed media, photography, metalwork, folk arts, etc.
- Handmade local or imported items that reflect an ethnic culture, folk arts, and other unique items
- Small run, self-published books, comics, and other original literary works
- Original goods with high quality artistic, decorative and/or utilitarian merit that are not mass produced
- Unique, small batch, packaged food items to be enjoyed at home, such as sauces, candies, and other preserved foods

We Do Not Accept:
Unoriginal items without high quality or artistic merit such as: t-shirts, franchised foods, cosmetics, or home goods, balloons, carnival merchandise and carnival-like booths, sunglasses, team-logo clothing, luggage, beanie babies, military gear, etc.

Food Vendors:
Meals and snacks to be eaten at the festival can be sold at the World of Food, which requires a different application.
Visit www.cambridgeartscouncil.org to download an application or contact our Vendor Coordinator for details.

How to Apply:
____ Complete and sign Arts Bazaar application form
____ List items you plan to sell with prices
____ Enclose clearly marked photo of display and goods (Unique and high quality of items receive higher consideration)
____ Include a **certified check or money order** for your booth fee, payable to **Cambridge Arts Council**
We do not accept cash, personal or business checks.
____ **Submit all of the above items** prior to the specified deadline and retain a copy of all for your records

Application Deadlines:
The deadline for applications is **Tuesday, May 15th, 2018.** Applications will be accepted on a first-come, first-served basis. You will receive a response within approximately two weeks of submission.

Applications received after **May 15th** will be considered only at the discretion of festival staff and only if space is still available. Apply early for your best chance of getting accepted. We will not cash your Certified Check or Money Order unless your application is accepted. If we decline your application, your fee will be returned.

If your application is accepted you will be notified via e-mail or phone and a confirmation packet containing the following items will be mailed to you at the end of May, and will include the following: load-in instructions & schedule, site map, directions, and parking pass for **one** vehicle. It is the responsibility of the Vendor to notify the Vendor Coordinator if you have not received confirmation and load in/out instruction within one week of the festival. Materials sent with applications will not be returned.

Incomplete applications, **including those without payment** will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase goods for the event until you receive our confirmation notice.

Cancellations and Refunds:
All vendor cancellation requests must be made in writing to the Vendor Coordinator. Additionally, a call or email would be appreciated. Cancellation requests **received** by **April 15, 2018** will be refunded in full. Cancellation requests **received between April 15, 2018 and April 30, 2018** will be refunded the amount paid minus a 20% cancellation fee. **No refunds will be issued after May 1, 2018.** Refunds will not be given at any time to those who are in violation of the regulations and are asked not to operate.

The Festival will go on rain or shine. We encourage vendors to plan for sun, wind, or rain protection as no refunds will be provided to vendors who choose not to participate due to weather conditions.

In the case of a public safety related cancellation of the event on June 2, 2018, and the vendor has made a good faith effort to participate, the vendor will be refunded 50% of their application fee if a written request for the refund is received by the Cambridge Arts Council from the vendor within 60 days of the festival.

The Cambridge Arts Council will notify vendors of cancellation by 6:00am, if possible, on the morning of the event via e-mail blast and postings to our website. It is the vendor's responsibility to check these outlets for notification. The vendor waives any claim it might have for damages against the City of Cambridge, the Cambridge Arts Council, and any of their employees arising out of the cancellation of the Festival.

Site Information:
The Arts Bazaar vending area locations run along the DCR Cambridge Parkway between Edwin H. Land Boulevard and the Lechmere Canal. Vendor sites are pre-assigned to you by your Vendor Coordinator. You will receive a map with your site location marked in your confirmation package so that you may plan accordingly. Sites are given on a first come, first serve basis and are assigned at the discretion of the Vendor Coordinator.

- The cost of one site is $175.
- All sites are 10'x10'. You may purchase one or more sites to increase your foot print.
- All sites will have at least one 10' side exposed for selling.
- Booths may be shared at no additional charge, but we do not make arrangements.

Rules and Regulations

- No load-ins will be allowed after 10:00am and all vehicles must be off site by 10:30am
- Vendors may sell **only** the items listed on their application.
- The sale of items not included on application will be considered a violation and will result in the closing of your sales booth with no refund.
- Vendors **MUST** provide their own **tables, chairs, tents, booths, safe anchor weights, etc.**
- **No flat table displays allowed.** Tiers, levels, display cases, or shelves <u>and</u> tablecloths are required.
- Electricity is **not available** and **no** Generators are allowed.
- We do not allow vendors to play music during the event; we do not allow hawkers promoting booths.
- We provide **one** off-site parking space per vendor. We <u>require</u> that you bring **<u>at least one crew member in addition to yourself for the day</u>** – one to stay with your items and the other to move your vehicle. You must unload, and then move the vehicle to the provided off-site parking location (a map to the lot will be included with final confirmation) prior to setting up. Shuttle vans to and from the parking lot will be provided. No vehicles of any kind are allowed in vending area.
- Sales must be stopped by 6:00pm. **Sites must be cleared by 7:30pm**.
- Vendors are responsible for total cleanup of their site.
- Trash can be left in **strong trash bags** at curbside for pickup after the festival.
- Vendors who are not cleared by 7:30 pm, are uncooperative, leave a mess, or violate the rules will not be welcome at future events and may be subject to fines.
- Vendors with repeat violations will not be allowed back on site for a minimum of one year.
- The site is not transferable.

Contact Information
Contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice. Please allow up to a full week for a response.

Cambridge Arts Council
Cambridge Arts River Festival, Vendor Coordinator
344 Broadway, 2nd Floor
Cambridge, MA 02139

Phone: 617-349-4387
TTY: 617-349-4621
Fax: 617-349-4669
Email: CRF_Vendors@cambridgema.gov
Web: www.cambridgeartscouncil.org

CAMBRIDGE ARTS | RIVER FESTIVAL

FOR OFFICE USE ONLY
Postmark Date: _____
Date received: _____
Accepted: _____ Site#: _____

Arts Bazaar Vendor Application
The 2018 Cambridge Arts River Festival ~ June 2, 2018

Arts Bazaar Application Checklist

_____ Completed and signed application form
_____ List of items that will be sold and their pricing
_____ Clearly marked photographs of exhibit/setup and examples of goods with description of goods to be sold
_____ Certified check or money order for application fee; **WE DO NOT ACCEPT cash, personal checks, or business checks**

Arts Bazaar Application (*Please type or print clearly.*)

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____ Website: _____

Please write the number of sites you are applying for:

Standard Site: _____ 10' x 10' ($175) Premium Site: _____ 10' x 10' ($225)

Describe your set-up/display: # tables: _____ # racks: _____ # tents/canopies: _____ other: _____

Summarize what you sell in a few words:

_____

_____

Where are your goods made? If imported, list countries:

_____

List all items you will sell, along with a price range, on the lines below, or on a separate sheet of paper.

Description	Price	Description	Price

Have you participated in the Cambridge River Festival before? _____ **If yes, for how many years?** _____

I have read, understand, and agree to comply with all rules and requirements stated in this application and in the Cambridge Arts River Festival Arts Bazaar Vending Area Information and Regulations, including the Cancellations and Refunds section and its severe weather provisions. I understand that failure to comply will result in denial of participation and forfeiture of any fees paid. I have enclosed a **certified check** or **money order** for the application fee, payable to **Cambridge Arts Council**. I understand that this certified check or money order will be returned to me if my application is not accepted. I understand that materials provided with the application will not be returned to me.

Signature: _____ Date: _____

Printed Name: _____

Mail Completed Application To: Cambridge Arts, ATT: Vendor Coordinator, 344 Broadway, 2nd Floor, Cambridge, MA 02139

City of Cambridge Special Event Recycling Guidelines

- <u>All Vendors are strongly encouraged to recycle as much as possible.</u>

- <u>Vendors must flatten cardboard boxes and keep them separate from trash.</u>

- <u>Vendors must bring their own trash and recycling barrel(s) for use during the event.</u>
  Trash and recycling receptacles provided by DPW are for the general public only. Vendors may not move/relocate these receptacles for their own use.

- Vendors may deposit I-2 trash bags in the provided barrels or at curbside at the end of the event for collection.

- Vendors may place collected recyclables in the provided barrels at the end of the event.

- <u>Selling beverages in glass containers is not allowed.</u>
  All exceptions must be pre-approved by Cambridge River Festival staff and the Department of Public Works. Exceptions are only made for event sponsors. These sponsors must collect the glass bottles in their own receptacles and then transport them directly to the City Recycling Center after the event.

- <u>It is recommended that Cooking Oil be recycled through available independent services.</u> (All oils and grease **MUST** be removed from site regardless of recycling arrangements – no dumpling is allowed!)

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RIVER FESTIVAL MAP

PERFORMANCE STAGES

1. CONNECT Folk Stage (page 6)
2. CREATE Jazz Stage (page 7)
3. Cambridge Young Performers Showcase (page 14)
4. INSPIRE Theater Stage (page 12)
5. ENGAGE Dance Stage (page 11)
6. IMAGINE Family & Children's Stage (page 10)
7. ENERGIZE Rock, Indie, Alternative Stage (page 13)

INTERACTIVE AREAS & ROVING PERFORMANCES

(see pages 4-5)

- A Cambridge Arts Poetry Tent
- B Science on the Street
- C Museum of Science
- D People's Sculpture Racing Start Line and Sculpture Garden
- E Mask Making Workshop
- F Beatbox Workshop
- G SERCLE
- H Bicycle Bonanza

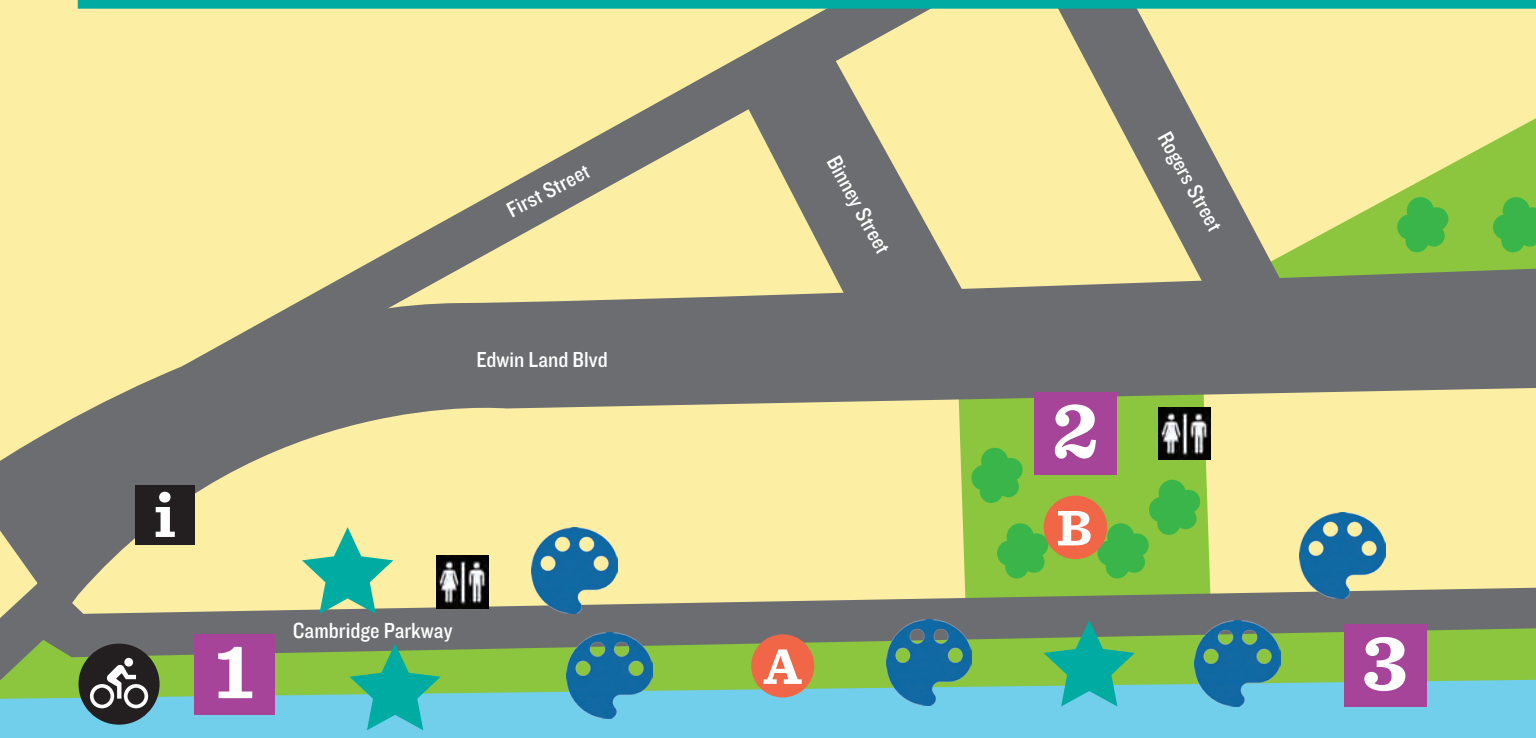
ROVING ACTIVITIES:

Cate Great, Comedian & Circus Performer

Cambridge Wildlife Puppetry Project

Sophie's Smokin' Squeezebox

Felice



Community Tables (page 14)
Art Vendors (page 15)
Food Vendors (page 15)
Information Booth
Restroom
Bike Valet
First Street
G
H
7
Lechmere Canal Park
F
E
CambridgeSide Galleria
6
Lechmere Canal
Monsignor O'Brien Hwy
CambridgeSide Place
Charles Park
CambridgeSide Galleria
Edwin Land Blvd
Edwin Land Blvd
D
5
C
Cambridge Parkway
4
Monsignor O'Brien Hwy