



2019 ANNUAL ART FAIR

ARTIST/VENDOR SPACE RESERVATION FORM

Saturday, January 26th & Sunday, January 27th, 2019

- Payment in full is required to reserve an exhibit space. Cash or checks Only.
- No refunds will be issued.
- Price is a flat fee for both days; there is no single day rate.
- Refer to Fee Schedule for specific spaces.
- 2019 Membership Fees must be paid/current at time of reservation .

(Annual Membership Fees: \$50 Individual / \$60 Family as of 1/1/2019.)

Important: Be sure to read General Terms and Conditions

Although the exhibit space will be secured to the best of our ability, the Cape Coral Art League and/or its agents will not be responsible for loss or damage to artwork, other merchandise or display materials from any cause during the exhibition period, setup or break down. Artwork and items for sale are subject to approval by CCAL.

Cape Coral Art League, 516 Cultural Park Blvd., Cape Coral, FL 33990 (239) 772-5657
Email: capecoralartleague@gmail.com Website: www.capecoralartleague.org

FILL OUT AND RETURN THIS SECTION:

Name: _____ 2019 CCAL Member _____ Non-Member _____

Company Name if Applicable _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

SPACE PREFERENCE (Subject to Availability)

GALLERY _____ STUDIO 1 _____ STUDIO 2 _____ OUTDOOR _____

SPACE# _____ SPACE # _____ SPACE # _____ SPACE# _____

ITEMS TO BE SOLD (CHECK ALL APPLICABLE)

Paintings _____ Photography _____ Sculpture _____ Jewelry _____ Food _____ Other _____

INDOOR VENDOR REQUIREMENTS FROM CCAL

OUTDOOR VENDOR REQUIREMENTS FROM CCAL

TABLE 6' _____ 8' _____ CREDIT CARD SERVICE _____

VENDORS ARE REQUIRED TO PROVIDE THEIR OWN

ELECTRICITY _____

TENTS AND TABLES

SLAT WALLS _____

ELECTRICITY _____

CREDIT CARD SERVICE _____

ACCOUNTING RECORD

Amount: \$ _____ Date Received: _____ / _____ / _____

Method of Payment:

Cash _____

Credit Card: Visa _____ M/C _____ Discover _____ Amex _____

Check # _____ NAME ON CHECK _____ (if applicable)

ANNUAL ART FAIR 2019

General Terms and Conditions

The Cape Coral Art League Annual Art Fair will be held Saturday and Sunday, January 26th-27th, 2019.

The fair will be open to the public from 10:00 AM to 4:00 PM each day.

Set-up for **indoor and outdoor** exhibits will be on Friday, January 25th from (noon) 12:00 to 4:00 PM.

Set up for **outdoor** exhibits can also be done between 8:00 and 9:30 AM **each day**, per Carmen.

Artist and vendors must remove their artwork, merchandise and all of their display materials beginning at 4:00 PM on Sunday, (no early take downs or you forfeit your space next year) and must be completed by 6:00 PM that same evening.

Please adhere to setup and breakdown schedules. Be considerate!

It is recommended that artists/vendors interested in reserving exhibit space to sell their work or other items come in person to the CCAL office during office hours (Monday through Thursday from 11:00 AM to 4:00 PM) to view the layout of the exhibit and the available spaces, fill out a reservation form and pay for the space, cash or checks only. Reservations will be taken on a first come basis for the remainder of open spaces, after last years participants register. To reserve an exhibit space, artist/vendor must submit full payment at the time the reservation is made. Once space is reserved and fee is paid, no refunds will be issued.

Annual Membership Fees: \$50 Individual / \$60 Family (as of 1/1/2019)

2018 returning artists/vendors will note that the indoor exhibit spaces are similar in size and layout to those used for last year's event; prices will remain the same for most. **Wall space and exhibit areas vary in size depending upon the location, and measurements that appear on the room layouts are approximate.**

Prices for all outdoor exhibit spaces are \$80 for members and non-members. Outdoor exhibitors must provide their own table and tent or awning and register thru the office.

All vendors, both indoor and outdoor must use solid white tablecloths for a uniform appearance.

Prices for indoor exhibit spaces range from \$60 to \$120 for members, depending upon location and size of the exhibit space. Price is a flat fee for 2 days, Sat. 1/26 & Sun. 1/27. **There is no single day rate.** Artists must be a 2019 paid member of CCAL at the time the reservation is made. Artist may register and pay for membership at the same time the reservation is made.

(Certain vendors who are selling only food or drinks or are sponsors may have the membership requirement waived at the sole discretion of CCAL.)

Artists/vendors will not be charged commission on their sales.

Customer sales transactions will be handled by each individual artist or vendor. If artist/vendor is capable of processing their own credit card purchases, they are encouraged to do so. The CCAL office is able to process payments for vendor's customers using a credit card (Visa, MasterCard, Discover, Amex) if the artist/vendor does not have this capability. **CCAL's usual processing fee will be charged to the artist/vendor for the transaction to cover CCAL's expenses. CCAL will issue a check to the artist/vendor with the transaction fees deducted, for credit card transactions within four weeks after the show is over.**

Keep in mindlast year our charge machine was down for 3 hrs..Things do and will happen. You're encouraged to apply for your own charge processor.

Each artist or vendor is responsible for paying any sales tax incurred.

While it is expected that some artists may want to share the cost of an exhibit space with another artist, each space must be officially reserved by a single individual. The registered individual will have sole financial responsibility to CCAL. Also, CCAL bears no responsibility between artists.

Any Questions..Contact Carmen Sprague 239-772-7612 or email...Carmens321@aol.com

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