

THE CITY OF HARRISBURG PRESENTS



Artist Vendor Application

The 2021 Artsfest will feature juried artisans and craftsmen from across the United States. Hand-crafted works will be available for sale in sixteen different categories, including ceramics, digital, drawing, fiber (decorative and wearable), furniture, glass, jewelry, leather, metal, mixed media, painting, photography, printmaking, sculpture and wood. The festival also features food vendors and live entertainment.

Due to the evolving COVID-19 pandemic, we plan to modify the festival layout to provide a larger space for social distancing that may include designated entry and exit points for greater control of foot traffic. This means that your vendor location will likely not be the same as past years. Although the festival will have a new layout this year, we are confident it will provide vendors and customers a safe and successful experience that can be adapted to meet guidelines surrounding COVID-19. Should all safety measures and restrictions related to the virus be lifted by March 26, we will look to revert back to the traditional festival layout. Should there be further restrictions related to the virus that make it difficult to hold a successful in-person festival, we will proceed with a virtual event.

APPLICATION DEADLINE: FRIDAY, FEBRUARY 26, 2021

Submit your completed application to Marketing and Events Assistant Cortney Ranck-Cameron at cranckcameron@harrisburgpa.gov by Friday, February 26, 2021 to be considered for Artsfest 2021.

ACCEPTANCE

You will be notified by email starting on Monday, March 15 if your application has been accepted. Please see jury details on page 4. Once accepted, please complete the steps below by Monday, April 12.

__Email your certificate of insurance listing the City of Harrisburg as additionally insured to cranckcameron@harrisburgpa.gov.

__Mail your payment to the address below. Checks should be made payable to The City of Harrisburg.
Special Events Office
10 North Second Street
Suite 405
Harrisburg, PA 17101

EVENT SCHEDULE

Load-in	Friday, May 28	10 AM - 6 PM (all booths must be set up by 6pm on Friday)
Load-out	Monday, May 31	6pm - 10pm
Sell Time	Saturday, May 29	10AM - 7PM
	Sunday, May 30	10 AM - 7PM
	Monday, May 31	10AM - 5PM



MEDIA CATEGORIES

The City of Harrisburg reserves the right to re-categorize any work. Every attempt will be made to contact the artist prior to re-categorization.

Ceramics: Original clay and porcelain work, includes both functional and decorative work.

Digital: Includes any original work in which the original image, or the manipulation of other source material, was executed by the artist using the computer. (Digital photo editing within the confines of what could be done in the darkroom is allowed in the photography category.) Work must be in editions, signed and numbered.

Drawing: Original compositions that are drawn by the artist's hand incorporating ink, wax crayon, charcoal, pastel, pencil, chalk, etc.

Fiber, Decorative: Work crafted from fibers including basketry, embroidery, weaving, leatherwork, tapestry and papermaking. No machine-tooled, machine screen patterns or other forms of mass production are permitted.

Fiber, Wearable: No factory produced wearable items, regardless of additional modification or enhancement by the artist are permitted.

Furniture: Work where the primary intention is furniture, including clocks and lamps. All media are included.

Glass: Functional or sculptural work is accepted. Kiln forming, blowing, molding, or casting, as well as all cold working processes are permitted.

Jewelry: All work must be designed and made by the artist who is onsite. Only those artists accepted in the jewelry category may display or sell jewelry. All jewelry, whether produced from metal, glass, clay, fiber or other materials must apply in this category.

Leather: Work where the primary material is leather, including belts, handbags, and sculptural work.

Metal: Sculptural and decorative work where the primary material is metal. No production work or jewelry permitted in this category.

Mixed Media, 2D & 3D: Two-dimensional or three-dimensional work which combines materials from two or more mediums in one piece.

Painting: Original compositions that are created by the artist's hand in oil, acrylic, watercolor, gouache, etc. Reproduction prints are not allowed.

Photography: Includes traditional film photography, hand colored images, emulsion transfers, and digital photography that has not been manipulated to achieve results beyond what could be done in a traditional darkroom. Only artists' original source material is acceptable. Work must be in editions, signed and numbered on archival material and all work displayed in the booth must be for sale. Signage of an overtly commercial nature listing the availability of number sizes, printer surfaces, and/or framing options is prohibited.

Printmaking: Original work where the artist's hand manipulated the plates, stone, blocks or screens and are properly signed and numbered in limited editions.

Sculpture: Three-dimensional work using additive or subtractive processes in a single material.

Wood: Original works that have been hand-tooled, machine worked, turned or carved by the artist.

*Artists may apply in more than one medium. Work from molds, kits, patterns, plans, prefabricated forms or any other commercial methods are NOT permitted. No "BUY-SELL" or imports are permitted at Artsfest. If discovered, the booth will be closed with no refund.

RULES AND POLICIES

1. Submitting an application does NOT guarantee you a space. The City will be accepting a limited number of vendors for this event. Having been accepted in past festivals does NOT guarantee you a space, seniority or any special acceptance privileges. All non-compliant applications will be returned as incomplete.

2. Vending permits are not transferable by sale or trade. If a vendor sells or transfers title to their business after being accepted in a City event, the letter of acceptance and any event permits issued by the City will be null and void.

3. Vendors may only sell the items listed on their application during the listed sell times. New items may not be added after acceptance has been granted. Vendors must post prices for all items as listed in their application. Any vendor who does not post their pricing or who changes prices from those submitted will be removed from the event area with no reimbursement of vendor fees, and will not be invited to submit proposals for future events.

4. Vendors who have exhausted supplies or are eager to travel, may not leave prior to the official end time of the event, unless dismissed by the event coordinator(s). Vendors who do not adhere to event published vending times will not be invited to submit proposals for future events.

5. **Acceptance:** Once accepted, your vendor fees must be submitted to the City by Monday, April 12, 2021. If payment is not received by this deadline you risk losing your space to another vendor. All cancellations must be submitted in writing by Friday, April 2, 2021. Regardless of cancellation date, the vendor is still responsible for paying their vendor fee for the contracted amount. After receipt of fee, no refund of vendor payment(s) will be made to any vendor under any circumstances.

6. **Licensing:** Accepted vendors must have a valid City of Harrisburg Special Event Mercantile License (\$50 annually). This license fee has been included in your vendor fee. If you already have a 2021 City of Harrisburg Special Event Mercantile License, please inform us so we can deduct it from your vendor fee.

7. **Parking:** For safety reasons, NO PARKING will be permitted on festival grounds. Support vehicles and trailers must be un-hitched and parked off-site. One complimentary parking space will be provided for each vendor. Metered street parking is available at no charge on Sunday & Monday.

8. **Pets:** NO pets will be permitted at Artsfest during the festival hours.

9. **Sales Tax:** PA Sales Tax # is required by April 12, 2020. Call (717) 783-1405 or go to www.revenue.state.pa.us to receive sales tax application: DBA (doing business as) name must be received in addition to the Sales Tax ID #.

10. **Quality & Safety Control:** The City of Harrisburg will be enforcing quality and safety control regulations. Any booth that is not up to the standards and structural quality of the festival will be asked to leave. This includes any booth storing boxes and materials outside of the designated booth area. Artists or booths that are not up to the quality and safety regulations of Artsfest may jeopardize future admittance.

11. **Set-Up:** All vendors must be available to set up during the listed set-up times when the City of Harrisburg event staff are on-site. No tables, chairs, weights, or other supplies will be provided for vendor spaces. The practice of using stakes to secure tents in any City of Harrisburg park, playground or right-of-way is not permitted. The use of ballast blocks, water barrels or other weights is permitted as long as it done safely per the tent manufacturer recommendations. Tents with stakes shorter than 6 inches in length will be permitted. Once accepted, you may not increase the size of your vending space or bring supply vehicles or tent weights that require more space.

12. **Weather:** This is a rain or shine event. In the event that severe weather or a declared state of emergency results in cancellation of any or all festival days or limits festival hours of operation on certain days, NO REFUNDS WILL BE ISSUED BY THE CITY FOR ANY REASON.

13. **On-site Amenities:** We will make every effort to get booth sitter volunteers for this event. However, these volunteers may be more limited than previous years based on their willingness to assist. We will not be providing meal vouchers or complimentary beverages for vendors this year due to the COVID-19 fee reduction.

14. **Traffic:**

- a. **Once Front Street is closed to Traffic, event traffic shall be limited to accessing Front Street from State St and exiting at Walnut St.**
- b. The Left lane / Fast Lane of Front Street shall remain clear of parked vehicles at all times. This lane is designated as a Fire Lane during events.
- c. The speed limit on Front St and in the Park during event closures shall be 15MPH
- d. From the designated start time until the designated end time of the event vehicle traffic on Front St and in the Park shall be limited to Emergency Vehicles Only. No Vendors will be allowed to move vehicles in the event area during operating hours.

15. **All artists must personally attend the festival and all artists must be present during the entire Artsfest.** Artists must be responsible for their own work and booth. Work in submitted images must be representative of the work to be shown at the festival. Only works of art personally created by the artist accepted as an exhibitor at the festival may be displayed or offered for sale.

Jury Details

Jury: The Artsfest jury is looking for artwork that will appeal to all age groups and price brackets. All decisions will be at the discretion of the jury.

Images: 4 product images and 1 booth shot required. Please select your images carefully. The quality of the image as well as the quality of your work directly affects your score.

On Site Jury: At the 2021 Artsfest of Greater Harrisburg, all booths will be juried. Exemplary artists/booth will be juried exempt for the 2022 Artsfest of Greater Harrisburg. These artists will be exempt from the application fee as well.

How images are viewed by jurors: Computer monitor

Within a medium category, applications are sorted and viewed by: Alphabetical order by business name

Jurors score applications using the following scale: 1 - 10

Number of jurors scoring applications: 4

The show organizes the jurors for a: Single jury panel that scores applications for all medium categories

Jurors score: Separately from various locations

Average number of exempt from jury artists who are invited to participate in the event: 50

How returning artists are selected: Selected by on-site jury and/or selected by show director or board

LIABILITIES AND INSURANCE COVERAGE

All approved vendors will need to provide the following coverage if accepted. Proof of Insurance needs to be provided at least 2 weeks prior to vendor arriving on-site.

Additional Named Insured

The vendor shall furnish the City of Harrisburg one (1) copy of a Certificate of Insurance issued by an insurance carrier having a minimum of an "A" rating and a financial class size VII as defined by the AM Best Rating Guide for coverages required, with the City named as an additional insured for all coverages, other than Workman's Compensation and Employers Liability. This Certificate of Insurance shall reflect the actual amount of insurance in force. It should not reflect the minimum insurance requirements required by this bid specification. The contractor shall also provide the City of Harrisburg with an endorsement specifying the City, its employees, officers and officials as additional insured using ISO form B, 20-10 edition 11/85.

Accident Notification

In the event of an accident of any kind which involve the general public and or private or public property, the vendor shall immediately notify the Director of Marketing and Events and shall provide a full accounting of all details of the accident. The vendor shall furnish the City with copies of all reports of such accidents at the same time that the reports are forwarded to other interested parties.

Indemnity Agreement

The vendor shall indemnify and save harmless the City of Harrisburg and their officers, agents and employees from any and all liability, losses or damages, including attorney's fees and cost of defense, the City may suffer as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract including operations of any Sub-vendors, and the Vendor shall at his or her own expense appear defend and pay all charges of attorney's and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgments shall be rendered against the City in any such act, the Vendor shall, at his or her own expense satisfy and discharge same. The Vendor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by the vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City herein provided. In event of any conflict between the language of the insurance policy(s) and the above recited indemnity agreement, the indemnity agreement shall govern.

Insurance

Policy Cancellation/Change Notice - The Vendor shall furnish a certified copy of the insurance policy(s) to the City upon request. The policy(s) shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until sixty (60) days after the City has received notice from the insurance company(s). Such notice shall be mailed to the Director of DPRE and Risk Manager, City of Harrisburg, 10 N. Second Street, Harrisburg, PA 17101. Only an insurance company having at least an "A" Policyholders rating with a financial class size VII as listed in the most recently published Alfred M. Best and Company Insurance Guide, will be considered acceptable.

PARK ELECTRIC RULES

1. The City of Harrisburg reserves the right to disconnect power to any vendor or event that is not in compliance with these rules, City / State / Federal codes, or that poses a safety hazard. The City will not be responsible for any damage to electric equipment or loss of food or revenue as a result of power being disconnected.

2. The City's temporary electric power system is designed for use during dry conditions. In the event of rain the City may at its discretion disconnect all power.

3. In the event of rain or lightning the city may be unable to disconnect temporary direct feed connections when requested. As soon as conditions improve to a safe level, staff will begin any requested work.

4. The City can provide 2 types of electric connection
a. 120 Volt 30 Amp 4 connection standard outlet box



b. Direct connection of vendor supplied cable to panel. 120 Volt or 240 Volt connections.

5. The City is only responsible to provide electric power at our panel locations. Requested standard outlet boxes will be at the base of the panel. It is the vendors responsibility to provide all cords needed to reach the panel locations.

6. All electric cords used during an event must be heavy duty outdoor rated 10/3 grounded cable.

7. Any electric cord or hose that are run over a hard surface (sidewalks, pathways or roadways) must be run in a cord ramp. Taping cords down is no longer an approved method. Ramps can be rented from the City, if needed, at a rate of \$10 per day per ramp section. Ramps must be used across the entire surface and the City will provide as many ramps as possible at no charge.



8. All electric connections will be disconnected at the scheduled end time of the event. Connections can't be left on without prior arrangements.

Ancillary Items:

Vendors are responsible for any of the following items needed to provide their service to our customers: signage, tables, chairs, lighting, tenting and ramps to cover electrical cords causing a public safety hazard, if necessary.



Artist Vendor Application

Please enter all pertinent information in the spaces below.

Company Name: _____

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Cell Phone Number of Authorized Official to be in Attendance _____

Do you reside in the City of Harrisburg (working or owning property does not apply)? If yes, please provide your residential street address:

MEDIA CATEGORY

Ceramics	Fiber, wearable	Jewelry	Painting
Digital	Furniture	Leather	Photography
Drawing	Glass	Metal	Printmaking
Fiber, decorative	Sculpture	Mixed Media, 2D/3D	Wood

ARTISTIC WORK AND PROCESS

Briefly explain your artistic work and process.

IMAGES

4 product images and 1 booth image are required. Please select your images carefully. The quality of the images as well as the quality of your work directly affects your score. Images must be in .JPG format and sent with your application to Cortney Ranck-Cameron at clranckcameron@harrisburgpa.gov. Images submitted with applications may be used for festival marketing.

BOOTH SPACE OPTIONS & FEES

___ 10X10 \$270 ___ 10X20 \$640

APPLICATION FEE (JURY FEE) IS \$25

___ I am jury exempt for 2021. **If you paid your application fee for the 2020 show and did not request a refund, it will be applied to this year's show.*

CITY OF HARRISBURG MERCANTILE LICENSE

___ The City of Harrisburg Mercantile License fee (\$50 annually) is included in your vendor fee. Check this box if you already have this license and we will deduct it from your vendor fee.

ELECTRIC

Volts - Amps – Quantity	Equipment (description)
110V - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____
220V - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____

___ I WILL BRING MY OWN QUIET GENERATOR

Type of generator _____

___ I DO NOT NEED ELECTRICITY

**electric is not guaranteed but we will make every effort to accommodate all requests*

ONLINE MARKETPLACE

Per vendor feedback, we will continue to offer an online marketplace featuring the online shops of our vendors in addition to the in-person festival.

Online store url: _____

Facebook url: _____

___ I DO NOT WANT TO PARTICIPATE IN THE ONLINE MARKETPLACE

HEALTH SAFETY

___ I agree to adhere to the COVID-19 guidelines that will be provided prior to the event per CDC and local health guidelines. This may include wearing a mask, social distancing, limiting the number of customers in your booth, etc.

READ BEFORE SIGNING

Vendors will adhere to all rules and regulations of Harrisburg City Festivals listed within this application. The appearance and conduct of the vendor and their staff will be in keeping with the image and purposes of the City of Harrisburg. If a vendor is in violation of any of the requirements of this permit or the festival rules and regulations, the festival producer reserves the right to terminate this permit at any time. **Please sign and return to Cortney Ranck-Cameron at clanckcameron@harrisburgpa.gov.** By signing below, I agree to all vendor rules as listed in this application including parking, payment and electric rules.

ALL FORMS MUST BE SUBMITTED ELECTRONICALLY!

Submitted by: _____ Date: _____