

Art Court and Craft Corner at Beaverton First United Methodist Church Application 2010

Your Full Name _____

Your Business Name _____ Business License Number _____
(If you don't have one a seasonal license can be obtained from City hall for \$25)

Your Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Phone #2 _____

Email _____

Web Site _____

Type of Art or Craft: _____

Art Court and Craft Corner run Saturdays from May 15th till Oct 2nd and Wednesdays June 16th till Aug 25th
Please indicate the dates you would like to display. This does not guarantee your space or require you to display on the dates selected. Your space is only reserved once payment is received. Payments and changes to reservations need to be made by Thursday at 12 noon for Saturday and by 9:30 am on Wednesdays for Wednesday Market.

SATURDAY MARKET

Dates	5 x 5 \$10	10 x 10 \$20
15-May		
22-May		
29-May		
5-June		
12-June		
19-June		
26-June		
3-July		
10-July		
17-July		
24-July		
31-July		
7-Aug		
14-Aug		
21-Aug		
28-Aug		
4-Sep		
11-Sep		
18-Sep		
25-Sep		
2-Oct		

Wednesday Market

Dates	5x5 \$5	10x10 \$15
16-June		
23-June		
30-June		
7-July		
14-July		
21-July		
28-July		
4-Aug		
11-Aug		
18-Aug		
25-Aug		

Policies and rules for display

Application process

Steps to completing your application and being considered for display

1. Completely fill out the attached application and initial the rules as indicated.
2. Return it to the church office along with a sampling of your work
 - a. Electronic photos or web sites are preferred. Actual photos will be accepted. Physical examples of work are also accepted but will increase the time frame for Jury approval.
 - b. If photo submitted last season are still current. No need it resubmitted.
3. Application is reviewed for completeness by the church office
4. Application and work samples are submitted to the Art Court and Craft Corner Jury, and you will be notified of the decision.

Approval for Display

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Only Hand crafted items are allowed. No agricultural or food products are allowed. Non hand crafted items will not be considered. Selling items made by someone else is also not allowed. The person who made the items must submit the application. If you choose to have someone else sell on your behalf you must include a written letter approving the sell of your items by someone other than yourself. If you are sharing a booth with someone else you both must include a letter listing the other person as approved to sell your work.

A sample of your work must be submitted to the Art Court and Craft Corner Jury prior to displaying. It is preferred to have email of pictures or links to web sites for samples. If you bring in a physical example you must leave it long enough for all members of the Jury to review the example. Once the Jury has reviewed your work you will be notified of the decision. No payments will be accepted until approval by the Jury. If the work displayed does not represent the sample that was submitted then BFUMC reserves the right to revoke display privileges. BFUMC is not responsible for your displays or your materials. Please see the attached rules and policy for details on display, insurance and canopies.

Canopies

To maintain good relations with the Farmer's Market, we will be following some of their guidelines regarding booth set up. Major injuries can occur from un-secured canopies. We are requiring that adequate weight be attached to your canopy to keep on the ground in all weather conditions. If you set up a canopy and do not have adequate weights, you will have to remove your canopy. Be aware that even with attached weights, you're responsible for any damage if your canopy leaves the ground. If you need information about how to do canopy weights please contact Carin in the Church office. This also applies to umbrellas, signs, and displays. In order to set up a canopy, umbrella, sign, or other display, you must have secured business liability insurance.

Liability Insurance

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Our insurance carrier is requiring you to carry Business liability Insurance. This is easily done and in most cases involves no additional charge from your insurance carriers.

Be aware, you are not covered by the Church's liability insurance, nor does the church have any responsibility for damage to you or your artwork while on display at Art Court. If you do not have liability insurance, or if you aren't sure, the prudent thing would be to find out. Don't assume that your homeowners insurance covers you when displaying outside your home.

You must submit proof of insurance to the church office before your application is considered complete. If you do not have insurance you will only be allowed a 5x5 space with no canopy, or umbrella. **NO ACCEPTIONS WILL BE MADE!**

Set up of tables and your display space

Tables and canopies must be set up on the grass and not encroach onto the sidewalk. Tables should be set up in a way to prevent anyone from tripping on the grass and falling into your tables. Your space is a square either 5 feet by 5 feet or 10 feet by 10 feet. You may only use your designated space. If there is empty space next to your display you cannot use the empty space. If there is room behind your display you may store your boxes, etc. there.

No tables, chairs, water, access to bathrooms, electricity, etc. will be provided by BFUMC. We are providing grass only and you must bring everything else that you need.

Assignment of space

The Church Administrator will assign you a space when your application is completed. This will be the space you will have for the duration of your display. There are many factors involved in space assignment and special requests will be taken into consideration. Please note everyone's request can not be accommodated. As much as is possible your space will remain the same each week based on needs of the church, the number of vendors displaying, and other factors that are not listed there may be slight adjustments to your space from week to week. The Church Administrator will attempt to keep things as consistent as possible.

If you have a problem with your space you must contact the Church Administrator. Carin is the ONLY one who can adjust your space. Complaints to the volunteers who give their time to assist in the set up of the spaces will not get you a different space.

Payment

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Payment can be made to the church office anytime during office hours, (M-Thurs 9 am – 2 pm and) mailed to the church, or placed in the mail drop box on the outside wall near Wesley Hall.

For Saturday Market **payment must be received by noon on Thursday**. Any payments received after noon on Thursday will be credited to the following week For Wednesday Market payment must be received by 9:30 am on Wednesday. Any payments after 9:30 am on Wednesday will be credited to the following week.

THERE ARE NO EXCEPTIONS TO THIS RULE! If you come to set up and you are not on the list you will be given a written warning and be asked to remove your display. If you set up again with out payment by the deadline, you will be asked to leave and will no longer be welcome to display. If you wish I can provide a receipt either in person or by mail confirming your payment. A list will be generated and only those on the list will be able to display.

You can pay week by week or pay for a number of weeks in advance. If you have paid for a week and you will not be able to display then you must contact the church office before noon on Thursday to receive credit, If you do not display and have not contacted the church office in advance no credit will be issued. You must tell the office which week you would like the credit to be applied to. After the final week of displaying if there is a balance you must contact the church office to request a refund. If you do not contact the office no refund will be made. You can reserve a space for next year with your balance if desired. Refunds will only be made for 3 weeks of overpayment. The Church Administrator as the authority to approve or deny refunds and make adjustments for refunds as deemed necessary.

We are only able to accept cash or checks for payment.

Responsibility of your equipment and kindness to your neighbors

Please make sure your equipment and displays are in your designated area and don't cause a hazard to anyone walking on the sidewalk or your neighboring artists.

Parking and Loading and Unloading

initial here indicating your understanding of this rule _____

The Rules are:

- For Saturday market set up time starts at 6:30 am No Earlier
- On Saturdays, you may not leave your vehicle on 3rd or 4th street between Watson and Washington between **5:00 am and 3:00 pm or before the streets are open to general public traffic you may move your vehicle to any legal parking space.** You may pull in on 4th street to **unload only** then you must move your vehicle. **You may not for even a brief moment pull your vehicle on to 3rd street, or Washington between 3rd and 4th streets.** This is where the Farmers Market sets up their booths. You may not move the Farmers Market booths or their items. Washington is their space. Yours in on the grass. Please respect their space.

On Wednesdays you may pull in to any legal parking space. The market is smaller on Wednesdays and runs from 3:00 pm to 6:30 pm. Set up can start as early as noon on Wednesdays and must be taken down before 7:00 pm. The market only takes a portion of the parking lot. Set up will still be on the grass in front of the church. All other rules apply.

For loading after Art Court you may not pull your vehicle in on 3rd or 4th Street between Watson and Washington between **before 3:00 pm.** This is a regulation that has been passed down by the Market and is in compliance with city ordinances. 1:45-3:00 p.m. is when the Farmers Market is ending and there have been some near misses with accidents. This is for your safety and the safety of those at the Farmers Market. Please respect this rule to keep everyone safe. After 3:00 or when the streets are opened up to the public (which ever comes first) you can pull in to any available space to load.

- You have until 4:00 pm to remove your display.
- Please be safe and respectful of the rules of the Farmers Market. They are for your protection and the protection of those attending the Market. Market rules have first Priority.

Please contact Carin at the Church Office if you have any questions about your set up. We appreciate your flexibility as we work out glitches. We will try to keep the changes to a minimum, but appreciate your understanding and flexibility as the summer goes on.

The church office is open; Mon - Thurs 9 am – 2 pm

_____ Sign here accepting the terms of the rules pertaining to payment and display. By signing this document you agree to follow the few simple rules we have laid out. Violation of ANY rule will result in a written warning and violation of any rule after receiving a written warning will result in fines, forfeiture of refunds, and or removal from the market.

The growth in popularity of Art Court over the past year has been nothing short of astonishing. This growth has made a few new guidelines necessary; to be good neighbors to the Beaverton Farmer's Market, and to meet the requirements of our insurance carrier. Please contact Carin in the church office if you have any questions. As hard nosed as all this sounds, we do love having Art Court on our block, but there are gracious limits that must be observed if it is going to work.

Non artist representative selling work at the Art Court or Craft Corner

If someone is going to sell your work on your behalf then you must sign this form and submit it to the church office.

**I _____
have an approved display at Beaverton First United Methodist Church
(BFUMC) with the Art Court or Craft Corner. My work includes:**

**I have given permission for _____
to sell my work on my behalf at the Art Court or Craft Corner. I release
BFUMC from all liability regarding the safety of my work while out of my
supervision. I understand that the person selling my work must abide by all
rules and regulations set out by BFUMC, and that any violation of the rules is
subject to a written warning, fines, and or removal from the market. I take
responsibility in informing my representative of all the rules.**

Signature

Date

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Signature

Date