

ARTIST'S AGREEMENT

Deadline: Please read, complete, sign and return this page by November 14, 2017
We recommend you keep a copy of this contract for your records.

Deadline: Please return completed form by Tuesday, November 14, 2017.

This is an agreement between VENDOR and the Norfolk Arts Center for Soup 'R Art on Sunday, January 28, 2018.

Please Print Clearly:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

Website: _____

10' x 10' booth space is \$100.

Please make checks payable to Norfolk Arts Center.

Please Consider (not required):

☐ I would like to demonstrate my creative process at my booth during the event.

☐ I can demonstrate my work within the 10' x 10' booth space.

☐ I would like to purchase an extra booth for additional room (\$100 per booth)

Electrical Needs

☐ I would like access to an 110V outlet

NOTE: If you do not inform NAC in advance, we cannot guarantee accommodation of your electrical needs at the event.

Portfolio Materials (due with the return of this completed form):

☐ Artist Statement

☐ 5-8 high resolution images of your work

Please attach to this form or email to amy@norfolkartscenter.org

Additional Needs:

Please list the name of anyone who will be helping you at the booth. NAC will include name tags in the artist packets.

Guest: _____

NOTE: If you are not bringing another person to help during the event and would like the NAC to provide a volunteer to temporarily sit your booth, please notify the NAC staff as soon as possible.

>>> FORM CONTINUED ON REVERSE >>>



NOTES:

- If you do not inform NAC in advance, we cannot guarantee accommodation of your electrical needs at the event.
- NAC will not be providing easels or lattice to display your work.
- NAC will not provide extra tables beyond included in agreement (1 per booth space) as resources in the space are limited. Please prepare your own materials to properly showcase your artwork.

Liability Insurance and Security

Every artist is responsible for insuring his/her own artwork. Although every precaution will be taken to ensure no loss or damage occurs to your artwork, neither the Norfolk Arts Center nor Northeast Community College assumes responsibility for any damage, theft or loss of items/artwork brought onto the property of Northeast Community College Lifelong Learning Center for the 9th Annual Soup 'R Art event.

No refunds of booth changes after January 1, 2018.

Signature: _____ Date: _____

Norfolk Arts Center
305 North 5th Street • Norfolk, NE 68701

**Please make checks payable to Norfolk Arts Center*



RIVERPOINT

FORK FEST

MUSIC. FOOD. SMALL BUSINESS SALES. KAYAKS. CRUISING

SAVE THE DATE! 08.06.2018

GET IN ON THE ACTION EARLY - RESERVE YOUR SPOT TODAY AND SAVE!!

We invite YOU to take part in Riverpoint 'Fork Fest on Friday, August 6 in Downtown Norfolk. There will be live music, a food truck competition, small business shopping, pop up shops, kayaking, and a classic car cruise and car show. Last year's event saw over 1,000 people, so we're bringing it back and expanding on the greatness - and we want YOU to be there too!

THE DETAILS:

- Booths are \$75 or \$100 with electrical hook up ... **BUT WAIT!** Sign up today and reserve your booth for JUST **\$25!** (Includes electrical hook up if requested)
- Includes space only - plenty of room to bring all of your cool merchandise! Space is approximately 10' x 10'
- Date: Friday, August 6, 2018
- Shops will be open from 10:00 a.m. - 6:00 p.m.
More details to follow!

COUNT ME IN!

- ___ I definitely want to be a part of 'Fork Fest 2018. Please find my payment enclosed
- ___ I like what I see, but I don't know if I'm ready to commit. Contact me this spring.
- ___ No thanks, one festival is enough for me right now.

Soup 'R Art

9TH ANNUAL

ARTIST TIMELINE AND CHECKLIST

Sunday, January 28, 2018

8:00-10:30 a.m.

Artist check in and setup

11:00 a.m. - 3:00 p.m.

Soup 'R Art event - Artists must be present!

3:00-5:00 p.m.

Tear down and clean up

Where:

Lifelong Learning Center on NECC Campus
801 East Benjamin Avenue | Norfolk, NE 68701

Cost:

\$100 per 10' x 10' booth space. Includes one 6' x 30" table, two chairs and access to electricity if requested. No refunds after January 1, 2018.

Check in:

Artists are required to check in at the NAC info booth between 8:00-10:30 a.m. There you will receive a map of the building, packet of information and name tags.

Setup:

Artists are responsible for setting up the artwork in their booth space.

Staffing:

Artists are required to be present for the entire event, from 11:00 a.m. to 3:00 p.m.

Artists' displays must be staffed at all times. If you would like a volunteer to temporarily sit your booth, please notify the NAC staff as soon as possible so arrangements can be made. Artists and one assistant will be admitted to the event at no cost.

Sales:

Artists are not required to donate any sales. However, if you would like to donate a portion of your sales to the Norfolk Arts Center, you would be contributing greatly to the arts in Northeast Nebraska! Let us know if you would like to donate a percentage of your proceeds to NAC prior to the event so we can advertise appropriately.

Check Out:

No check out required. Please have your space completely cleaned up by 5:00 p.m.

Contest:

There is a contest for People's Choice "Favorite Artist!" We encourage you to show your creativity and make yourself noticeable.

Marketing:

We will be making this information public through press releases, newspaper, radio, brochures, etc. Be sure to get us your info and images by November 14, 2017 to be included in all of NAC's marketing for SRA 2018.

If you have friends, relatives or colleagues that could benefit from an event like this, please send us their contact information and we will personally invite them to participate.

___ **Bring everything you will need to set-up, display and sell from your booth!**

___ **Bring business cards and any other promotional materials you would like to share with the public.**

Please share information about this event with everyone you know!

Questions? Contact the Norfolk Arts Center at 402.371.7199 or email amy@norfolkartscenter.org

