

BAM ARTSFAIR ARTIST GUIDE

Congratulations! You have been selected by a jury of art professionals to exhibit at the prestigious Bellevue Arts Museum (BAM) ARTSfair scheduled for July 28 – 30, 2017 at Bellevue Square and Bellevue Arts Museum. BAM is thrilled to host you and we are honored to have you participate in this cherished community tradition. Free programs include: over 300 fine art and craft artists, Sound & Movement Stage, BAMboozle Stage, KIDSfair, and BAM Exhibits! BAM also produces the Artful Evening Gala, which showcases artwork from the Fair.

Refer to this guide for information about booths, fees, logistics, and vendor contacts. On April 3, 2017 the Artist Logistical Guide will be emailed to you, along with your booth assignment, load-in time, and parking/ load-in maps.

ONLINE REGISTRATION PACKETS

Please confirm your participation by March 6, 2017 by returning the enclosed Registration Forms. Log on to the Exhibitor Information Page to download your Online Packets at <https://www.bellevuearts.org/bam-artsfair/participant-info>

IMPORTANT! If you have an oversized vehicle (over 6'10"), notify BAM ARTSfair on the Registration Form.

ONLINE REGISTRATION PACKETS INCLUDE

- Registration Form
- Payment Plan (optional)
- Map
- Cort Rental Form (optional)



IMPORTANT DATES

March 6

Registration Forms Due

April 3

Artist Booth Assignments & Logistical Packets Emailed!

May 5

Booth Cancellation Refund Deadline

July 15

Artful Evening Auction

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July 27

Artist Load In
8:00 AM - 11:00 PM

July 28

BAM ARTSfair
9:30 AM – 9:30 PM

July 29

BAM ARTSfair
9:30 AM – 9:30 PM

July 30

BAM ARTSfair & Artist Load Out
9:30 AM – 6PM

LOCATION

The BAM ARTSfair is located at Bellevue Square and Bellevue Arts Museum in Bellevue, WA. Artist booths are located on the west side of Bellevue Square shopping center. The closest airport is in Seattle, WA and is Seattle-Tacoma International Airport (about 35 minutes away from downtown Bellevue). See page 6 for Hotel Information.

ARTIST BOOTH REQUESTS + MAP

Please view the map to verify the correct name of the space you are requesting, sometimes space numbers change annually. We cannot guarantee booth placement. Please request your first, second, and third choices on the Registration Form. Prices vary based on space location. Booth assignments will be emailed on April 3, 2017.

BOOTH SETUP + VENDORS

CORT Rentals is the vendor for decorator and canopy needs (See page 7 for contact information). Inside booth spaces (F-R spaces) are located within a parking structure and measure 10'x10', 15'x10', or 20'x10'. Booths are not inside a building, they are simply underneath the parking structure. The max height is 6'10" in the garage for most indoor spaces. A limited amount of spaces go up to 9'. **Please state the height of your booth in the forms.** Outside spaces are located on West Drive outside the parking structure and range from 8'x10' to 15'x10'.

Artists must provide all booth structures including walls, racks, tables, display units, lighting, and other fixtures. We highly recommend that your booth display include walls and a floor covering. The garage is cleaned well beforehand, but carpets for flooring are highly recommended. We suggest putting a tarp down under your carpets to protect them. Walls are important because your products are better showcased with them, they can help mask any setup infrastructure, and walls separate you from your neighbors. An intriguing setup is inviting and professional.

SECURITY

BAM ARTSfair security has received consistently high marks from participants. The perimeter of the event is fenced, with security on duty at all times. Police officers are on duty in the surrounding areas as well. However, please take all precautions to protect yourself and your merchandise as you would at any public event.

Artists are responsible for the security of their own exhibits and equipment. We encourage you to cover/enclose your booths after closing each night. **The BAM ARTSfair and Bellevue Arts Museum are not liable for loss or damage, so please protect yourself from loss with appropriate and adequate insurance, and be aware that you are responsible for preventing or minimizing any loss or damage.** Please note that all persons must exit the BAM ARTSfair site by 11:00 PM. Artists may re-enter the site at 7:30 AM. No one is allowed to spend the night on the BAM ARTSfair site. Attempting to spend the night on site creates a safety hazard and security will treat unauthorized persons as intruders.

OVERSIZED VEHICLES (over 6'10") - PLEASE READ!

If you are loading in or out with an oversized vehicle, you are required to notify BAM on your Registration. Please fill out all required questions.

Your vehicle is considered oversized if it is over 6'10" or if your vehicle is too large to not be easily maneuverable in a tight setting (ie. large trailer attached, box truck, sprinter vans, etc.)

VEHICLE ACCESS & PARKING

Parking & Shuttles

Artist parking is available at Bellevue High School from Thursday, July 27 to Sunday, July 30 with shuttle service to the BAM ARTSfair all day. Each artist will receive one parking pass, which must be displayed in your vehicle at all times.

Parking at Bellevue Square is provided for customers only.

Artists are encouraged to park at their hotels or utilize the on-site storage. During BAM ARTSfair, shuttles run every 15 minutes during peak hours and every 30 minutes during mid-day hours and during setup on Thursday. Disabled parking is available for artists with disability placards and this must be coordinated with Meredith Langridge prior to the event at meredithl@bellevuearts.org.

Artist vehicles parked in the Bellevue Square garage, after 8:30 AM, during the BAM ARTSfair will be towed.

Restocking Access

Vehicles are allowed on site each morning of the event, to restock booths from 7:30 AM - 8:30 AM.

ELECTRICITY

Electricity is free and exists at all booth spaces. Existing lights in the garage are sodium and fluorescent. Each artist on site may use up to 400 watts for additional lighting. **Please observe this limit to avoid overloading, which will cause outages for you and your fellow artists. If you exceed 400 watts of electrical consumption you will be asked to remove bulbs/fixtures until you are in compliance.**

In addition to lighting, each artist must provide their own extension cords that are UL-approved for outdoor use and multi-plug power strips with a current overload safety device. Power will be available within 100' of your booth space. In case of power outages, artists are required to have a flashlight at their booth. We appreciate all efforts to conserve energy, therefore we recommend LED or halogen lighting.

Please note that any custom lighting kits must be pre-approved by the Bellevue Fire Department. We recommend that you bring the original manufacturer's documentation to assist with the inspection.

EMERGENCIES

In case of any emergency on site, please go to the Main Information Booth for help. In a serious medical emergency, call 911.

INSURANCE + LIMITS OF LIABILITY

Each exhibitor must take responsibility to insure his/her property against the risks of fire, theft, burglary, breakage, weather, water damage, and all other insurable risks. **Neither Kemper Development Company nor Bellevue Arts Museum will be liable for any damage or loss whatsoever arising from any cause. Nor will Bellevue Arts Museum be liable for any loss incurred by failure of the exhibitor to obtain such insurance or failure of such insurance to cover any loss.** No exhibitor shall have any right or claim for any damages whether direct, indirect or consequential, or of any other kind, arising or alleged to arise by reason of any postponement or cancellation of BAM ARTSfair. It is the artist's responsibility to confirm that all credit card and check transactions are legitimate. No fees will be refunded due to fraud/theft.

RECYCLING

BAM ARTSfair encourages all participants to recycle. Recycling containers will be throughout the site.



STORAGE

We know space is limited in your booth and there are storage spaces available to rent on-site, on a first come—first served basis. If interested in renting a storage space, please mark this on your Registration Form and in the payment section.

Details:

Artists will receive a 4'x4' (16') space or a 8'x4' (32') space inside a fenced storage area. Each space may be stacked to 6' max. The storage areas will be located next to the Artist Lounge on the south side. Each space will be outlined on the floor. **Artists must stay within the space provided.** Please be respectful of other artist's storage spaces. No carts/dollies will be provided to move items within the storage area.

Security:

A secured entrance will be provided and is securely locked overnight. Artists or representatives must provide credentials to enter the storage unit. On the Registration Form, please provide the names of your representative(s) whom are permitted to access your storage area. The staff and volunteers of the BAM ARTSfair and Bellevue Square Mall are not responsible for any missing or damaged items in the storage area. **The storage area will have sufficient security throughout the event, but this is "at your own risk". No walls or barriers enclose the individual spaces.**

STORAGE HOURS

Thursday, July 27	9:00 AM to 8:00 PM
Friday, July 28	8:00 AM to 8:00 PM
Saturday, July 29	8:00 AM to 8:00 PM
Sunday, July 30	8:00 AM to 8:00 PM

ARTIST AMENITIES

ARTIST AWARDS • BAM ARTSfair will present Awards of Excellence and they will be judged by a panel of jurors on Friday morning, July 28, 2017. The awards will be presented on-site later that day. More details will be included in your Artist Logistical Packet emailed in April.

DRAYAGE • Drayage services are available through CORT Rentals (See contact information listed at end of Artist Guide). This will allow exhibitors to ship goods to/from the BAM ARTSfair. The goods will be delivered to your space on-site and shipped at the end of the BAM ARTSfair. Artists are responsible for packing items and arrangements with the shipping agent.

PUBLICITY • The Media & Marketing campaign runs up to 6 weeks and includes Komo 4 TV, Clear Channel Outdoor, The Seattle Times, KWJZ Smooth Jazz Radio, and Classical King FM Radio. The Artist Guide is inserted into 140,000 copies of Seattle Times. In addition, 25 event postcards will be provided to exhibitors for their client outreach.

ARTWORK IMAGE PUBLISHED ON BELLEVUE ARTS MUSEUM WEBSITE • Artist's artwork image and link to their website will be published on www.bellevuearts.org beginning June 2017. Patrons will be able to directly link to your website and view your artwork. They will also be able to locate your current booth location prior to the BAM ARTSfair. This is an excellent marketing opportunity for artists and the BAM ARTSfair!

ON-SITE STORAGE • Storage spaces will be provided on-site on a first-come-first-served-basis. Please see On-Site Storage Details. It is encouraged to utilize on-site storage to minimize traveling times to/from the parking area.

BAM STORE • The BAM Store features BAM ARTSfair artists year-round. Contact elliottg@bellevuearts.org if you are interested in having your work available at the BAM Store.

ARTIST LOUNGE • An area will be provided for artists to get away from the crowds throughout the weekend. Complimentary lunch, snacks, and beverages will be provided.

BOOTH-SITTERS • Volunteer booth-sitters are available and can provide breaks up to 30 minutes. Go to the Main Information booth on West Drive to inquire.

FIRE DEPARTMENT GUIDELINES

The City of Bellevue Fire Department has clear guidelines for exhibitors at the BAM ARTSfair. Representatives from the Bellevue Fire Department will be available to answer any questions you may have during setup on Thursday, July 27. **Please contact the Bellevue Fire Department at 425.452.6892 to answer specific questions.**

All display materials must be fire retardant to the satisfaction of the Bellevue Fire Department. Hay, straw, moss, split bamboo, oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made fire retardant, therefore their use is prohibited. **All artists must possess a Certificate of Flame Resistance for review by the Bellevue Fire Department upon request.** Table coverings must be flame retardant unless they lay flat with an overhang of less than 6 inches. Cardboard boxes or other combustible materials shall not be stored on top of any electrical wiring in the spaces behind the booth walls or behind any display. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

Aisles must be kept clear and free of obstructions. Booth construction must be substantial and fixed into position in specified areas for the duration of the event. Chairs, easels, signs, and demonstration area must not be placed beyond booth area into aisles. **Awnings are not allowed on any booths and specifically (S) booths , which are located outside of the parking structure.**

Extension cords must be UL approved for outdoor use and shall either service a single appliance or an approved multi-plug power strip. All cords shall be protected from traffic areas. Multi-plug adaptors must be UL approved and have a current overload safety device.

Compressed flammable gases are prohibited under the parking garage. This includes acetylene, hydrogen, propane, butane, and LPG. Candles, welding, soldering, cutting, or any open flame devices are prohibited.

FINANCIAL AGREEMENT + UBI'S

Artists are responsible for paying a flat booth fee as noted in detail below by Friday, March 6, 2017 to reserve a space. The booth fees range from \$815 to \$1,850 depending on size and location. See Registration Forms for details. The price of space locations vary. You cannot purchase your booth payment or registration fees through ZAPP. Packets will not be mailed. Logon to the Exhibitor Information Page to download your Online Packets at <https://www.bellevuearts.org/bam-artsfair/participant-info>

REFUNDS

The deadline for a 75% refund due to space cancellation is May 5, 2017. Notifications of cancellation after May 5, 2017 will not be eligible for a refund. Also, If you pay for a specific booth, but receive a booth that costs less, you will be refunded at the event. It is the artist's responsibility to confirm that all credit card and check transactions are legitimate when customers purchase items from you at the BAM ARTSfair. No fees will be refunded due to fraud/theft.

UNIFIED BUSINESS IDENTIFIER (UBI #)

The Washington State Department of Revenue requires all vendors selling retail to collect and remit the appropriate Washington state retail sales tax. If you need to reactivate or apply for a UBI#, contact the Department of Revenue or they will contact you to activate an account. If you currently know your UBI #, then provide it on the Registration Form.

Department of Revenue (UBI #)

Maria Ditol, WA State Dept of Revenue, Revenue Agent
p. 206.727.5327
mariad@dor.wa.gov
www.dor.wa.gov

HOTEL INFORMATION

Bellevue, WA is home to many great hotels, within walking distance to the BAM ARTSfair and around town. See our list of preferred hotels below, whom offer discounts to our artists. **We also suggest Airbnb.com (rents rooms & entire houses) or kayak.com (competitive flight & hotel rates).** There are three hotels within walking distance to the Fair and they are The Hyatt Regency Bellevue, The Westin Bellevue and La Residence. The closest airport is in Seattle, WA and is Seattle-Tacoma International Airport (about 35 minutes away from downtown Bellevue).

PREFERRED HOTELS LISTS & RV/CAMP SITES

Hotel	Phone	Address	Rates	Website/Link
Hyatt Regency Bellevue	800.233.1234	900 Bellevue Way NE, Bellevue (within 5 min. walking distance to Fair)	\$205 (single/double rate), \$230 (triple rate), & \$255 (quad rate) for 7/26 - 7/30. Mention "BAM ARTSfair Room Block". Reservations must be made by 6/26.	https://aws.passkey.com/go/BellevueArts2017
Red Lion Hotel	800.733.5466	11211 Main St, Bellevue (within 5 min. drive to Fair)	\$145 (single/double rate), \$155 (triple rate), & \$165 (quad rate) for 7/26-7/31. Reservations must be made by 6/27. Mention BAM Fair Room Block. Reservations include complimentary parking, breakfast, free Wi-Fi & 7 passenger shuttle that could take you to the Fair & pick-up (must coordinate w/ front desk).	https://reservations.redlion.com/ibe/details.aspx?hotelID=13795&langID=1&group=bell0726&hgID=280&dt1=6416&nights=5&rooms=1&adults=1&child1=0
Hampton Inn & Suites	425.453.4100	11405 NE 2nd, Bellevue	\$209 (single/double rate) for 7/26 - 7/31. Reservations must be made by 7/12. Mention BAM ARTSfair.	http://hamptoninn.hilton.com/en/hp/groups/personalized/S/SEANPHX-BAM-20170726/index.jhtml?WT.mc_id=POG
Trailer Inns RV Park Inc.	800.659.4684	15531 SE 37th, Bellevue	Rates range from \$30 to \$60 per night. RV only. It includes RV hookups, bathroom facilities & pool.	http://trailerinnsrv.com/seattle/
Vasa Park Resort	425.746.3260 sawink@comcast.net	3560 Lk Sammamish Pkwy, Bellevue	Rates range from \$32 to \$40 per night. Camping & RV sites. It includes RV hookups, bathroom facilities & is lakeside.	http://www.vasaparkresort.com/camping.html

PARTICIPATION RULES

- All work exhibited must be consistent with the art that was reviewed by the jury.
- Artists may not display art in other Bellevue Art Fairs on July 28 - 30 2017
- Artists must strictly adhere to all fire, safety, and security regulations (as outlined above).
- Only one artist & collaborator is allowed to occupy a space location.
- Artwork must be original and produced by or under the direction of the artist.
- Commercial kits\molds\patterns\prefabricated forms\mass-produced\imported goods are not eligible.
- Ready-made objects that are embellished\painted\decorated\dyed\batiked are not eligible.
- Studios/companies involved in volume production are not permitted to exhibit in the BAM ARTSfair.
- BAM ARTSfair allows "greeting" cards only with prior approval. Send samples.
- All reproductions must be clearly labeled "REPRODUCTION" or "LIMITED EDITION REPRODUCTION."
- Reproductions may be displayed in browse bins and/or hung on one wall of the booth.
- Artists must personally attend their exhibits and be present throughout the weekend.
- Artists must post booth signs (which are provided) so that they are clearly visible at all times.
- Ribbons and/or awards from other shows cannot be displayed in BAM ARTSfair booths.
- Artists may not begin taking down displays until the official closing time each day.
- I understand that if I cancel my ARTSfair participation by May 5, I will be refunded 75% of my booth fee.
- I understand that if I cancel after May 5, I forfeit 100% of my booth fee and no refund will be made.

CONTACTS

Meredith Langridge Anderson, Senior Events Manager

p. 425.519.0742

MeredithL@bellevuearts.org

www.bellevuearts.org

Bellevue Arts Museum

ATTN: ARTSfair

510 Bellevue Way NE

Bellevue, WA 98004

Exhibitor Information Page (download all forms)

<https://www.bellevuearts.org/bam-artsfair/participant-info>

CORT Rentals (pipe, drape, drayage, etc.)

p. 425.493.6969

f. 425.493.1227

customer@cor.com

www.cortpartyrentals.com

NOTE: on-site delivery

Bellevue Fire Department

425.452.6892

Department of Revenue (UBI #)

Maria Ditol, WA State Dept of Revenue

p. 206.727.5327

mariad@dor.wa.gov

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