CONGRATULATIONS!

You have been selected by a jury of art professionals to exhibit at the prestigious Bellevue Arts Museum Arts Fair scheduled for July 24 – 26, 2020 at Bellevue Square and Bellevue Arts Museum. Bellevue Arts Museum 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, Kids Fair, and BAM Exhibitions! 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.

IMPORTANT DATES & TIMES

March 16
Registration

April 15 (extended)
Booth Assignments Emailed

May 8 (extended)
Exhibitor Cancellation & Final Refund

May 15
Payment Plan Balances Due

June 13
Artful Evening Gala
5 – 11pm

July 23
Artist Parking 7 – 12am
Shuttles 7am – 10:40pm
Artist Lounge 1 – 8pm
Storage 9am – 8pm

July 24 & 25
Restocking-Site Vehicle Access
7:30 – 8:30am/9:45 – 10:30pm
Fair hours 9:30am – 9:30pm
Artist Parking 7am – 11pm
Shuttles 7am – 10:40pm
Artist Lounge 9am – 8pm
Storage 8am – 8pm

July 26
Restocking-Site Vehicle Access
7:30 – 8:30am
Fair hours 10am – 6pm
Artist Parking 7am – 10pm
Shuttles 7am – 9:40pm
Artist Lounge 9:30am – 5pm
Storage 9:30am – 7pm
## REGISTRATION

Click to view the online Registration packet. Please confirm your participation by March 16, 2020.

The online packet includes:

- Registration Form
- ZAPP – pay your booth fee online!
- CORT Rental Order Form (Fair Decorator)
- Booth Map
- Check IN & OUT Map
- Canopy Requirements

### CONTACTS

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<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAME</th>
<th>CONTACT INFO</th>
<th>ADDITIONAL INFO/WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellevue Arts Museum</td>
<td>Meredith Langridge Anderson, Fair Producer</td>
<td><a href="mailto:meredithl@bellevuearts.org">meredithl@bellevuearts.org</a> 425.519.0764</td>
<td>Participant Information page visitbam.org/bam-Arts Fair-exhibitors</td>
</tr>
<tr>
<td>Bellevue Fire Department</td>
<td>N/A</td>
<td>425.452.6892</td>
<td>All inquiries pertaining to BFD rules</td>
</tr>
<tr>
<td>CORT Rentals</td>
<td>N/A</td>
<td>425.493.6969  <a href="mailto:customercare@cort.com">customercare@cort.com</a></td>
<td><a href="http://www.cortpartyrentals.com">www.cortpartyrentals.com</a></td>
</tr>
<tr>
<td>Department of Revenue</td>
<td>Chuck Strode, Revenue Agent</td>
<td><a href="mailto:chucks@dor.wa.gov">chucks@dor.wa.gov</a> 206.727.5327</td>
<td>Obtain UBI#</td>
</tr>
<tr>
<td>PNTA</td>
<td>N/A</td>
<td>206.789.9404</td>
<td>Flame Retardant/Proofing Services</td>
</tr>
<tr>
<td>Security</td>
<td>N/A</td>
<td>425.460.5730</td>
<td>On-site Security</td>
</tr>
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</table>
FAIR SITE
BAM Arts Fair is located at Bellevue Square (575 Bellevue Square, Bellevue, WA 98004) and Bellevue Arts Museum. Artist booths are located on the west side of Bellevue Square mall. Go to Main Information if you have any inquiries, wireless/electrical issues, or to provide positive feedback! Located on West Drive (near S-20).

WIRELESS ACCESS
Wireless internet is available on-site for sales transactions only. Please be prepared with an alternate payment system if there are wireless issues on-site. If you have issues, go to Main Information (located on West Drive).

Network: BAMFair
Password: 2020Fair

ARTIST AMENITIES

CAROL DUKE ARTIST AWARDS OF EXCELLENCE
The Awards of Excellence are presented to ten award winners on Friday evening.

DRAYAGE
Drayage services are available through CORT Rentals. This will allow exhibitors to ship goods to/from the BAM Arts Fair.

PUBLICITY
The Media & Marketing campaign runs up to 6 weeks and includes: The Seattle Times, Xfinity, King 5, KCTS 9 (PBS), and 91.3 KBCS among others. The Artist Guide is inserted into 140,000 copies of The Seattle Times.

SHOPPING BAGS
A limited amount of Fair bags will be available for artists. Please be prepared to bring additional bags for shoppers.

ON-SITE STORAGE
Storage spaces are available on-site. You can reserve a space when you register. Spaces are allocated on a first-come-first-serve basis.

BAM STORE
The Bellevue Arts Museum Store features artists year-round. Contact Elliott Gregory at retail@bellevuearts.org if you are interested.

ARTIST LOUNGE
The Artist Lounge will be provided for artists to get away from the crowds throughout the weekend. Complimentary snacks and beverages will be provided.

BOOTH-SITTERS
Booths Sitters are volunteers available to provide breaks up to 30 minutes. Go to the Main Information booth on West Drive if you have specific volunteer questions.
Financial Agreement/Insurance/Participation Rules

Artists are responsible for paying a flat booth fee by April 1, 2020 (extended) on ZAPP. [Click here] to pay your booth fee. If you do not pay for your booth on ZAPP, your participation with not be confirmed. The booth fees range from $845 to $1,415 depending on size and location. [Click here to view the Booth Map]. Packets will not be mailed.

Payment Plans
Artists may pay a booth fee deposit of $450 (50% of total fee) by April 1 on ZAPP. The remaining balance of the booth fee will be due on May 15. Click here to pay your booth fee.

Refunds & Cancellations
The deadline for a 75% refund due to space cancellation has been extended to May 8, 2020. Notifications of cancellation after May 8, 2020 will not be eligible for a refund. If Bellevue Arts Museum cancels the 2020 BAM Arts Fair out of our concern for public health and our social responsibility to our artist community, Bellevue Arts Museum has developed two options for artists in the unlikely event of the Fair’s cancellation:

1. **Artist may opt to not take a refund**: in which case they will be guaranteed a spot in next year’s Fair, and given a two-year Artist Membership to the Museum. All booth fees from this year will be applied to next year’s fees. If you choose this option, you will have no fees associated with next year’s fair and the two-year Artist Membership will provide visibility on BAM’s website for two years.

2. **Artist may opt for a full refund**, which BAM will pay by the end of 2020. The BAM Arts Fair is an important fundraiser for our non-profit and our teams will need to work through the financial implications of this event if cancelled. It is our goal to get these refunds to artists as quickly as possible, but as an arts nonprofit, we are also experiencing the financial effects of this unprecedented event. BAM will notify artists on June 15th, 2020 in the event that we are forced by state or local government to cancel BAM Arts Fair.

Unified Business Identifier (UBI #)
The Washington State Department of Revenue requires all vendors to collect and remit the appropriate Washington state retail sales tax. The Department of Revenue will reach out to exhibitors in June to initiate the process.

Retail Sales Tax
The retail sales tax in Bellevue, WA is 10%.

Insurance/Limits of Liability
Each exhibitor must insure his/her property against the risks of fire, theft, burglary, breakage, weather, and water damage. The BAM Arts Fair will not be liable for any damage or loss whatsoever, arising from any cause, nor for any loss incurred by reason of 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 or from any reason pertaining to BAM Arts Fair. It is the artist’s responsibility to confirm that all credit card and check transactions are legitimate.

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 24 – 26, 2020.
- Artists must strictly adhere to all fire, safety, and security regulations.
- 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 involved in volume production are not permitted to exhibit in the BAM Arts Fair.
- BAM Arts Fair 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.
- NEW! Artists do not have to personally attend their exhibits and be present over Fair weekend. Artists can send a representative to manage their booth.
- Artists must post booth signs (which are provided) so that they are clearly visible at all times.
- Artists may not begin taking down displays until the official closing time each day.
- I understand that if I cancel my Arts Fair participation by May 1, I will be refunded 75% of my booth fee.
- I understand that if I cancel after May 1, I forfeit 100% of my booth fee and no refund will be made.
BOOTH INFORMATION/CORT RENTALS

Click here to view the Booth Map. Artists must provide all booth structures including walls, racks, tables, display units, lighting, and other fixtures. BAM only supplies the actual space. We highly recommend that your booth display include walls and a floor covering (carpets are recommended with tarps underneath them).

FAIR BOOTHS (INSIDE PARKING STRUCTURE)
Inside booth spaces (F-R spaces) are located inside an outside parking structure and measure 10’x10’, 15’x10’, or 20’x10’. The max height is 6’10” in the garage for most indoor spaces. A limited amount of spaces goes up to 9’.

S BOOTHS (OUTSIDE PARKING STRUCTURE)
Outside spaces are located on West Drive outside the parking structure and range from 8’x10’ to 15’x10’.

CORT RENTALS & DRAYAGE
Click to view the CORT Rentals Order Form. CORT Rentals is the vendor for décor. Prior to Fair, please call 425.493.6969 or customercare@cort.com.

ELECTRICITY

- Electricity is complimentary, and all booths are allotted up to 400 watts (please don’t overload the system
- Existing lights in the garage are sodium and fluorescent.
- No lighting, lighting structures, or extension cords are to be attached to pipes or conduits in the garage.
- Artists 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.
- 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.

REDUCE, REUSE, & RECYCLE
Participants are encouraged to recycle. Recycling containers will be throughout the site. Personal water bottles are also recommended and may be refilled in the Artist Lounge.

LOGISTICAL INFORMATION [see map on page 11]

CHECK-IN — THURSDAY
Click to view Check-IN & OUT Map. The most important part of getting on site is making sure you are in the correct loading lane (Lane A or B), time, and row. Prior to arrival, verify your check-in time and your designated lane (Lane A or Lane B) - located on your booth assignment letter.

TIPS:
• Go to Main Information for any questions.
• If you need to change your check-in time or need to verify you have a load in for an Oversized Vehicle (over 6’10”) contact meredithl@bellevuearts.org before the event.
• Do not arrive before your designated check-in time, because you will not be allowed on-site.
• Carts are available for artist use on a first-come-first-serve basis. Bring your own carts if possible.
• DO NOT leave your unattended car parked in the booth aisles. This will clog lanes and cause delays for others.
LOAD-IN INSTRUCTIONS
1. Drive to your designated lane (Lane A or B). Your Lane, Check-In Time, and Row are located on the booth assignment email.

   **Oversized Vehicles (any vehicle over 6’10”):** It’s very important to load-in at your assigned time—there is minimal oversized loading space available and this must be indicated on the Registration Form. Vehicles have one hour and thirty minutes to unload. An oversized vehicle is over 6’10” and/or is too large to maneuver in a tight setting (i.e. large trailer attached, box truck, sprinter vans, etc.)

2. Volunteers will bring you a Welcome Packet containing an Artist Vehicle Pass (hang the pass on your rear view mirror). The pass is required to gain access to the fair site and artist parking at Bellevue High School.

3. Officers will direct you to the fair site. Go to your designated Row to find your booth. Then, unload your vehicle and move it to Artist Parking at Bellevue High School. A shuttle will bring you back to site to finalize setup.

LOAD-OUT — SUNDAY
1. Breakdown and pack as much of your booth as possible.

2. Get a Load-Out Pass from roaming staff. Artist vehicles will not be allowed on-site without a Load-Out Pass.

3. Get your vehicle & drive to your designated lane (Lane A or B). **MAKE SURE YOU GO TO THE CORRECT LOAD OUT LANE, IT MAY BE DIFFERENT THAN YOUR LOAD IN LANE.**

TAXIS, SHUTTLES, OR NON-VEHICLE CHECK-IN/OUT
If you’re checking-in or out without a vehicle, go to Main Information on West Drive (near S booths) to check-in. F–R booths can check-in after 8am & S booths can check-in after 6pm. If you are having a taxi or hotel shuttle drop you off at Bellevue Square, please direct them to drop you off on the west side of Bellevue Square.

PARKING & SHUTTLES
View Parking & Restocking hours on page 2. Bellevue Square parking is for customers only. Complimentary parking is provided Thursday through Sunday at Bellevue High School (10416 SE Wolverine Way, Bellevue, WA 98004). Shuttle service is available every 20 to 30 minutes. The Artist Vehicle Pass must be visible. No camping is allowed in the lot. Vehicles are allowed to park on the property overnight, but there is not 24 hour security.

VEHICLE ACCESS & RE-STOCKING
Vehicles are allowed on-site Friday through Sunday before the event opens, from 7:30 – 8:30am and after the event closes, from 9:45 – 10:30pm. If your vehicle is parked on Bellevue Square property outside of the above hours, it will be towed.

SECURITY
• BAM Arts Fair Security has received consistently high marks from participants.
• The majority of the perimeter is fenced, with security on duty at all times, but this is an open site.
• 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, money, and equipment. We encourage you to cover/enclose your booths after closing each night and to not leave purses out in public view. Notify Security, Main Information, or a BAM Staff person if you have any concerns.
• The BAM Arts Fair is not liable for loss or damage, so please protect yourself from loss with adequate insurance. Please note that all persons can enter the site at 7am and must exit by 11pm.

SAFETY TIPS
Below are common sense tips to keep your artwork/belongings safe. We recommend these guidelines to help lower the opportunity for theft to take place. Report all suspicious activity to Security at 425.460.5730 and be prepared to provide a description of the subject to include gender, clothing, height, etc.
• Don’t leave personal belongings unattended, even if covered.
• Keep any cash, credit cards, etc. on your person.
• Watch for people carrying empty and open bags.
• Watch for unknown persons in unauthorized areas near or behind your displays.
• Do not leave your displays unattended if at all possible. Ask a fellow artist or volunteer for help.
• Please notify Main Information or Security as soon as possible if there is an issue.
• Theft is a crime of opportunity.

FIRE DEPARTMENT GUIDELINES
The City of Bellevue Fire Department has clear guidelines for exhibitors. Please note that the guidelines regarding Flame Retardant materials will be strictly enforced! Please read all requirements thoroughly and follow accordingly to ensure that you will not be affected onsite. Representatives from the Bellevue Fire Department will be available to answer any questions you may have during set-up on Thursday, July 23. Please contact the Bellevue Fire Department at 425.452.6892 for specific questions.

• Exhibitors under the garage (F-R booths), CANNOT have canopy tops on booths.
• Exhibitors outside the garage (S booths), may have canopy tops.

1. Flame Certificates Required On-Site & Flame Retardant and Flame proofing Services
View Contacts (page 3) for Flame Retardant and Proofing Service contacts. All tents, membrane structures, sidewalls, tarpaulins, drops, curtains, draperies, hangings, and other decorative materials (excluding the artwork being displayed) suspended from walls or ceilings of booths are required by the International Fire Code to be flame retardant. Verification of the product/item in question as being flame retardant can only be accomplished via a valid Flame Certificate. The Flame Certificate must be available on-site. It shall indicate the product/item in question meets NFPA 701 or California State Fire Marshal requirements for flame retardancy.

If a product/item is inherently flame retardant, a Flame Certificate should be available from the manufacturer upon request that indicates it meets NFPA 701 or California State Fire Marshal requirements for flame retardancy. When a product is not flame retardant or there is no Flame Certificate available for the product, it must be treated by a third party to render it flame retardant. The treating party should then provide a Flame Certificate indicating the product/item meets NFPA 701 or California State Fire Marshal requirements for flame retardancy.
The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other synthetic materials that cannot be made flame resistant are strictly prohibited. Hay, straw, shavings, or similar combustible materials shall not be located within any tent, membrane structure, or booth as a floor covering. Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the show opening, the vendor/exhibitor’s booth may be closed!

2. Combustibles — Cardboard boxes or any combustible materials shall not be stored or placed on top of any heat producing appliance or electrical wiring behind the back wall of the booth, drapery, or any kind of display. Combustible materials must be limited to reasonable quantities and stored neatly.

3. Obstructions — NO CEILINGS/CANOPY TOPS are allowed on the exhibits, booths, and displays under the garage (F–R). If you are located in an S space, outside the garage you can have a canopy top. Fire sprinkler piping may NOT be used to support anything, including but not limited to artwork, booths, lighting, electrical cords, etc. No obstructions in the aisle (chairs, easels, signs, etc.). Keep all items within your booth. All fire protection and firefighting equipment such as fire hydrants, fire department connections, and standpipes shall have unobstructed accessibility. Do not cover Exit signs with your display.

4. Electrical/Extension Cords & Multi-Plug Adapters — Extension cords shall service one appliance or one approved power strip/power tap, and shall be three-wire type (with ground). All cords shall be protected from physical damage and foot traffic. Multi-plug adapters must be UL listed/approved and have current (electrical) overload safety device. Cube adapters and other devices, which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires and open junction boxes are prohibited. Nothing shall be attached to, or hang from electrical conduit or sprinkler pipes.

5. Click here to view Canopy Requirements.
LODGING & TRAVEL INFORMATION

Bellevue is home to many great hotels, within walking distance to the BAM Arts Fair and around town. See our list of preferred hotels below that offer discounts. 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: Hyatt Regency Bellevue, The Westin Bellevue, and La Residence. The closest airport is Seattle-Tacoma International Airport in Seattle (about 35 minutes away from downtown Bellevue).

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<tr>
<th>HOTEL</th>
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<th>ADDRESS</th>
<th>RATES</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyatt Regency Bellevue</td>
<td>800.233.1234</td>
<td>900 Bellevue Way NE, Bellevue (within 5 min. walking distance to Fair)</td>
<td>Fair Room Block! $215/night Reserve by 7/3</td>
<td>Click here to Reserve</td>
</tr>
<tr>
<td>Red Lion Hotel</td>
<td>800.RED.LION</td>
<td>11211 Main St, Bellevue (within 5 min. drive to Fair)</td>
<td>Fair Room Block! $149/night Includes complimentary breakfast, parking &amp; wifi Reserve by 6/22.</td>
<td>Click here to Reserve</td>
</tr>
<tr>
<td>Trailer Inns RV Park Inc.</td>
<td>425.747.9181</td>
<td>15531 SE 37th, Bellevue</td>
<td>Rates range from $30 to $66/night RV only &amp; includes hookups, bathroom facilities &amp; pool.</td>
<td>Click here to view Trailer Inns RV</td>
</tr>
<tr>
<td>Vasa Park Resort</td>
<td>425.746.3260</td>
<td>3560 Lk Sammamish Pkwy, Bellevue</td>
<td>Rates are $44/night. Camping &amp; RV sites including hookups, bathroom facilities &amp; is lakeside</td>
<td>Click here to View Vasa Park</td>
</tr>
</tbody>
</table>
CHECK-IN & LOAD-OUT DIRECTIONS

The BAM Arts Fair is located at Bellevue Square Mall, 575 Bellevue Square, Bellevue, WA 98004. Artists are located on the west side of Bellevue Square.

LANE A (CORNER NE 10TH ST & 100TH AVE NE)
From Northbound or Southbound I-405
Take the NE 8th St Exit. Go west on NE 8th St. Turn RIGHT onto 106th Ave. Turn LEFT at NE 10th St. Turn LEFT onto 100th Ave.

LANE B (CORNER NE 4TH ST & 100TH AVE NE)
From Northbound or Southbound I-405
Take the NE 4th St Exit. Go west on NE 4th St. Turn RIGHT onto 100th Ave.

ARTIST PARKING DIRECTIONS
Located at Bellevue High School
10416 Wolverine Way, Bellevue, WA 98004

TO ARTIST PARKING FROM NE 4TH ST
Exit Bellevue Square and make a LEFT onto NE 4th Street. Turn RIGHT onto Bellevue Way NE (.4 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn into the parking lots on your right side.

TO ARTIST PARKING FROM NE 8TH ST
Exit Bellevue Square and make a RIGHT onto NE 8th Street. Turn RIGHT onto Bellevue Way NE (.6 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn in-to the parking lots on your right side.

TO ARTIST PARKING FROM LANE B
Exit Lane B and make a RIGHT onto NE 8th Street. Turn RIGHT onto Bellevue Way NE (.6 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn into the parking lots on your right side.