



An evening along Lafayette's Public Road

## 2014 Artist Booth Application

Dear Artists,

We are soliciting for ANO 2014. Some exciting changes are happening. We are closing the Public Road between Cannon and Emma Streets, creating a traffic free zone for our artists and cultural arts related booths.

We are striving for a rich variety of media/crafts/ ... Most of our booth spaces are reserved for arts and fine crafts. There will also be booths with arts activities for kids and teens, and local arts and cultural organizations. This is an arts focused event and non-arts related vendors may not apply.

If you would like to have a booth at ANO please fill out this form and return it with your booth rental fee to Susan Booker at the address below. Your space is not guaranteed until payment is received. The fee is \$35 per Art Night Out date. **If you sign up for all 5 Art Night Out events and pay by May 1 you will receive a \$10 per ANO discount. Make your check payable to ARTS!Lafayette**

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Media: \_\_\_\_\_

Dates:  May 16  June 20  July 18  August 15  September 19

We cannot guarantee you will get the booth space you want. The earlier you get your payment to us the more likely you are to get the booth space of your choice. Only the purple squares are available for artists booths at this time.

Booth space: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Please read the attached info and sign below to confirm you understand the ANO guidelines.

\_\_\_\_\_

participant's signature

**MAKE CHECKS PAYABLE TO ARTS!Lafayette**

Submit your form and payment to:

Susan Booker

Cultural Resources

City of Lafayette

1290 South Public Road

Lafayette, CO 80026

[susanb@cityoflafayette.com](mailto:susanb@cityoflafayette.com)

Questions? 303-665-5588 X3353



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## Art Night Out Booth Set-up Guidelines

### Please save this email!

1. Attached to this email is a map showing the locations of the available booths, numbered 1 – 20. If you would like a booth to be reserved you must return the form and your payment prior to April 20. No booths will be held without at least a 50% deposit but we will work with you on payments over 3 months if needed. **If you pay for all 5 Art Night Outs you will receive a discount of \$10 off each Art Night Out if payment is made in full by May 1.** Checks should be made out to ARTS!Lafayette.
2. We will be putting up barricades at 3:00 p.m. and cars may still be parked on the street until that time. Please **arrive after 3:15 and no later than 4:15** to unload your vehicle and set up your booth. Plan to be COMPLETELY set up by 5:00 and your vehicle removed from the closed area. You will not be able to bring your vehicle into the street closure area until 9:00 and you must have your vehicle complete loaded by 10:00 when the street will be reopened.
3. You are responsible for your own sales tax license. Contact the City of Lafayette Finance Department for details. <http://www.cityoflafayette.com/index.aspx?nid=119>
4. Go to the Beer and Wine tent and ask for Booker or the Artists Liaison. If you can't find anyone around, call my cell 303-550-6025 and I'll connect with you and direct you to your space.
5. All of your work **must** fit within a 12'X12' space. Our booth areas seem big when they are empty but it fills up fast. If your space seems to be spilling into a larger area we will ask you to consolidate.
6. You are not required to have a tent, but if you do you must bring adequate weights to secure each leg solidly to the ground. **Stakes are not allowed, only weights that are heavy enough to hold your tent in place in a strong wind. You will not be allowed to set up your tent without adequate weights. We are not able to provide access to water for your weights.** If you Google tent weights you'll find lots of option for purchasing or making your own tent weights. These are well worth the investment as most locations where you may want to sell you work, including us, will not let you set up if you do not have adequate weights. It's hazardous to you and the surrounding vendors. We won't allow you to set up. NO REFUNDS.
7. We suggest you bring a battery operated lantern for your tent or table as we do not have access to electricity for the booths. We found a rechargeable Coleman lantern that seems to be quite bright for under \$50, including the rechargeable battery pack. No gas operated lanterns are allowed.
8. **We do not have extra tables or chairs – please bring your own. Take away all of your own trash, boxes, zip ties, etc. Space should be clear**
9. If there are problems with your assigned booth space or any other issues come up during the evening, please let us know as soon as possible so we can try to address them. This aspect of our ANO evenings is still fairly new and is therefore a work in progress. We want to get this event running very smoothly so your input is important to us.
10. Send your check to the address below. Your check should be made out to ARTS!Lafayette. In the memo line please put ANO/(insert the dates you are reserving). **Your booth space is not officially reserved until we receive your check. If others wish to rent space that has not been officially reserved you could lose your space. Please pay promptly!** Thank you to those who have already made their payments.
11. QUESTIONS OR OTHER CONCERNS, PLEASE CONTACT: Susan Booker, [susanb@cityoflafayette.com](mailto:susanb@cityoflafayette.com) 303-665-5588 X3353