



**38th Annual Arts Picnic NONPROFIT
Arts Organization Application Guidelines
Application Deadline: April 18, 2016**

The Festival:

Arts Picnic is a two-day community fine arts/crafts, music, and food festival held outdoors in Greeley's beautiful historic Lincoln Park. In addition to over 150 vendors from all over the country selling one-of-a-kind handmade art & crafts, "picnickers" will also enjoy delicious food, a beer garden, live music on two stages, buskers & roving entertainment, and Creation Station full of children's hands-on activities.

- Arts Picnic 2016 Festival Hours are Saturday, July 30 from 9am - 5pm & Sunday, July 31 from 9 – 4pm.

Application:

Please fill out the attached application and return along with documentation showing your tax exempt status or an IRS classification letter and a \$50 nonprofit booth fee. Checks should be made out to Arts Picnic. (Cash will not be accepted)

Guidelines/Rules:

- Arts Picnic will set aside 5 booths for non-profit arts organizations in the arts & crafts area that are distributing information and/or selling items benefiting their organization. In order to qualify for a non-profit reduced fee, 100% of the revenue generated from the booth must go back to the organization.
- All interested non-profit organizations' applications must be received in our office on or before April 18. The Arts Picnic Committee will review applications and select Greeley organizations whose mission closely aligns with the Arts Picnic. If spaces remain open, Weld County based organizations will be considered. Selected organizations will receive notification of participation May 1 - 5. Booth fees will be returned to non-accepted organizations at this time as well.

Booth Space:

Each nonprofit group will be provided an empty space measuring 10' x 10'. *Nonprofit groups are to provide their own display booth, and all racks, tables and/or other display materials.* We encourage each booth to include a tent or overhead protection. Booths/tents should be sturdy and must be weighted or staked. Electricity may be available dependent upon booth location. You will be advised of your booth assignment the week of May 23 – 27 when you receive your festival information packet. All booth locations are final.

- Booth set up:
 - o After 2pm, Friday, July 29.
 - o Booths should be set up no later than 8:30am on July 30 and 31st.
 - o Security will be provided Friday and Saturday nights.
- Exhibitors shall agree to abide by Festival parking regulations. Lots are available for vendors to park vehicles and trailers one block south of Arts Picnic in the City Hall parking lot.
- Someone must be present in your booth for the entire two days of the Festival. No early departures!
- The Arts Picnic reserves the right to remove those items from the show determined unsuitable for public display. This will be at the discretion of the Arts Picnic Steering Committee.

Return application, nonprofit documentation, and \$50 booth fee to:

Arts Picnic, 651 10th Avenue, Greeley, CO 80631.

If you have any questions please email Rhonda.welch@greeleygov.com or call her at 970-350-9451.



2016 Arts Picnic Nonprofit Arts Organization Application

Deadline: April 18, 2016

Name of Nonprofit Group: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Daytime) _____ (Evening) _____

Email Address: _____

Organization Description: _____

Please list and describe activities, products and promotions in your non-profit booth:

Liability Waiver

The undersigned hereby releases and agrees to hold harmless The City of Greeley, Arts Picnic and the Arts Picnic Steering Committee from any damage to undersigned's property or any personal injury which he/she or helpers may sustain while participating in Arts Picnic on July 30-31, 2016. The City of Greeley reserves the right to cancel the Arts Picnic due to Acts of God, weather, or other unforeseen events that will jeopardize the health and safety of the public. Further, I agree to abide by the rules, policies and guidelines developed by the Arts Picnic Steering Committee and understand that failure to follow these regulations can mean expulsion from this year's festival or future festivals. Arts Picnic does not carry insurance to cover your personal property. As an independent contractor you are advised to obtain your own insurance. I understand that I display and store my booth contents at my own risk. I also understand that failure to pay city sales taxes will result in permanent expulsion from Arts Picnic. By signing this form, applicant agrees to abide by all rules set forth in this application.

Signature _____ Date _____