



Wyandotte Street Art Fair

2012 Non-Profit Application

Please fill out the Application below for participation in the non-profit section of the July 11-14, 2012 Wyandotte Street Art Fair and carefully review the additional document available on the web at www.wyandottestreetartfair.org describing Policies, Rules and Regulations for participants.

We will only be taking the first **30** applications , so please try and get it in as soon as possible. Deadline is March 26th 2012.

We will send notice of entries on May 14, 2012, and we will maintain a waiting list to provide opportunities for last-minute participation. Booths are filled on a first-come, first-serve basis of application receipt. Applications may share a booth space or days of display. However, shared booths must contain only qualifying and approved applicants and each participant must file a separate application.

The booth fee for each **10' x 10' booth is \$40.00**. There is also a **refundable \$20.00 participation fee** for EACH participating organization. This fee will be refunded after the Fair, provided that the organization adheres to all rules and regulations, as stipulated in these and attached documents. **PLEASE WRITE SEPARATE CHECKS** for the booth fee (\$40) and the participation fee (\$20), so that the check may simply be held and then returned after the Fair.

Each group must designate an accountable person who shall be responsible for knowing all rules and regulations; distributing necessary information to (own group) members; ensuring that all assigned duties are adequately carried out; and staffing booths. Your group's \$20.00 participation fee is subject to forfeiture if your group does not adhere to and participate in these member-authored rules and regulations.

Applications must be complete and all fees (booth and participation) paid to be considered for space in our fair. To ensure your place in the fair, please submit only complete applications, i.e. make sure to provide accurate and reliable phone number (s) and address (s) of applicant contact person and include a brief mission statement.

Organization

Non-Profit Number*

Mailing Address

City/State/Zip

Accountable Contact: Name

Phone

Email

ORGANIZATION WEBSITE

*Non-Profits may either be filed under 501(c)(3), 501(c)(4), or 527 sections of the US IRS code, or be of a non-profit nature with annual revenues less than required to submit tax forms to the IRS. If your organization falls under the latter provision, please submit material outlining your mission as a non-profit organization and confirming that you have revenues less than required for IRS status.

JOINT APPLICATIONS ONLY – Please indicate below the days/times you want to be in the booth. Each organization has the option to be at the Fair for two days. It will be the responsibility of the organizations to divide the four days between themselves. Each day must have an occupant, either your organization or another with whom you plan to share the space.

We plan to share space with the following organization:

Which organization will be in the Wyandotte Street Art Fair for -

July 11th _____

July 12th _____

July 13th _____

July 14th _____

If you want to share a booth space but do not have another organization to share it with, would you like to be on a list of potential booth partners, to be compiled and distributed by the Wyandotte Street Art Fair Staff?

Yes _____ No _____

Please mail this application with 2 checks, payable to “The City of Wyandotte” to Wyandotte Street Art Fair Non-Profits, 3131 Biddle Avenue Wyandotte, MI, 48192. Call (734)324-4502 if you would like to talk to our staff. Application, fees (booth and participation), a mission statement, and stamped, self-addressed envelope should be mailed to the above address. You will be notified late May of the receipt of your application and your booth assignment status. I have read and understand the Policies, Rules and Regulations for non-profit organization participants in the 2012 Wyandotte Street Art Fair. I agree to abide by each of the regulations and will be responsible for our organization’s compliance.

In consideration of the City of Wyandotte granting permission to the undersigned Business/Non-Profit to utilize the City of Wyandotte’s sidewalks/parking lot/streets to display their merchandise/information during the special event occurring in the City between July 9, 2012 and July 16, 2012 the undersigned hereby assumes all risk and liability relating to the utilization of said city sidewalks and agrees to hold harmless and indemnify the City of Wyandotte and City Officials from all liability and responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or property of others arising out of or resulting directly or indirectly from the utilization of said City sidewalks in the city of Wyandotte during the above dates.

The undersigned further does hereby remise, release, and forever discharge the City of Wyandotte, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from the utilization of said City of Wyandotte sidewalks in the City of Wyandotte during the above dates.

Signed: _____ Date: _____
Accountable representative of the organization

Address: _____

Phone: _____

OFFICE USE ONLY:

Check # _____ Check # _____ Application Number _____

Please keep this for your records: DO NOT RETURN WITH APPLICATION!!!!

Policies, Rules and Regulations

2012 Wyandotte Street Art Fair

1. Non-Profit organizations only. You must provide your (or your national or state organization's) Federal IRS non-profit 501(c)(3), 501(c)(4), or 527 identification number or have annual revenues less than the non-profit reporting provisions of the IRS. No commercial or arts and crafts exhibitors in the Non-Profit Area.
2. Donations for your organization only may be solicited and accepted. Items (buttons, posters, etc.) may be distributed or sold provided they directly promote the non-profit organization of its cause, it they include the organizations name or logo or relate to the organizations mission statement, and are predominantly non-commercial in nature and content.
3. Raffles or drawings are permitted, but they must conform to any government regulations. Each member will assume responsibility for obtaining and conforming to these regulations, and for organizing and conducting its raffle or drawing. **NO FOOD OR DRINK** (except professionally bottled spring water and factory wrapped candy) can be sold or given away at member booths. Loud speakers, amplification systems or music systems are allowed provided they do not disturb neighboring booths. Alcohol or other drugs are not allowed.
4. All groups are assigned a standard space of ten feet by ten feet. You may set up tables in this space. Displays and literature distribution must not extend beyond your designated 10' x 10' area. The extensions (the space between sidewalk and designated booth area) must be kept clear of materials and bodies. This Fire Marshal requirement will be strictly enforced, so be sure to notify all staff in the booth. Spaces will be clearly marked on the pavement so you will know your boundaries.
5. All materials used in the construction of, or in the connection of the physical booth or table must be provided by the participant. All booths need to be constructed of fire retardant materials as specified by NFPA 701. If you have further questions about fire retarding materials, please contact your local Fire Marshal (734) 324-4402.
6. Booths and tables must be completely constructed by 9:00 am on Wednesday, July 11th (the first day of the fair). It is preferred, however that booths be constructed on Tuesday evening, from 12 pm to 12 am. Booths, tables, merchandise and literature may be left on site at the risk of the participant. The booth/table materials must be completely removed by 9:00 pm on Saturday, July 14th (the last day of the fair).
7. Except under rare circumstances, booths must be attended during all hours throughout the Wyandotte Street Art Fair. Booths found unattended will be assessed a penalty or disallowed from continued participation, or both, depending on the duration or frequency of absenteeism. This provision shall be strictly enforced (and booth staffing shall be closely monitored).
8. Each group must designate an accountable person who shall be responsible for: knowing all rules and regulations; distributing necessary information to (own group) members; ensuring that all assigned duties are adequately performed; staffing booths. Your participation fee of \$20.00 will be forfeited if you do not follow these rules. You must also stay in your booth for the 4 days (or 2 days if you share) of the fair. If you do not follow this rule, your \$20.00 will be forfeited.
9. Booths may be shared, pending joint application approval, and space availability. This may include the sharing of space and time. All applicants must clearly state a request for joint usage (including days) if applicable. All joint usage must be applied for during the regular application process.
10. Each organization must provide their own insurance for their items (if desired).
11. Have your tax exempt number on hand at all times during the fair.

Policies, Rules and Regulations

2012 Wyandotte Street Art Fair

Continued

12. The booth fee of \$40.00 per space is due with the application. Each applying organization must also pay a refundable \$20.00 participation fee. The participation fee will be refunded after the fair if:

You clean up your booth space at the close of the Art Fair.

You staff your booth for all hours throughout the Art Fair.

13. No one may sublet or assign space to any other organization, artist or merchant.

14. The City of Wyandotte, The Wyandotte Street Art Fair, Wyandotte Street Art Fair Committee, and the Wyandotte City Council disclaim any responsibility or liability for any damages or thefts to or from the physical booths, contents, and/or the booth participants. The Wyandotte Street Art Fair has hired security for the fair days as well as nights.

15. Violations of any of the Policies, Rules and Regulations will result in immediate forfeiture of the booth and participant fees, as well as the right to participate in the non-profit section of the Wyandotte Street Art Fair in succeeding years.

16. The deadline for withdrawal from the Non-Profit section of the Wyandotte Street Art Fair without penalty is June 1, 2012.

2012 Calendar

May 16th - Booth space and additional information sent out

June 1st - Last day to withdrawal from the Wyandotte Street Art Fair without penalty.

July 11th - Set up for Art Fair.

July 14th - Last day of the Wyandotte Street Art Fair.

PLEASE RETURN THE SIGNED APPLICATION TO THE ADDRESS BELOW



Wyandotte Street Art Fair
Attn: Heather Thiede
3131 Biddle Avenue
Wyandotte, Michigan 48192