



# Red Sky at Night Art / Craft / Specialty Items Vendor Registration Form

Art /Craft / Specialty Items vendors are located on Thatch Walk, Sea Grape Crescent and Creative Kids. Cost of registration is \$50.\* There are additional options listed within the form for consideration.  
**Registration Deadline: 5pm, Friday, February 15<sup>th</sup>, 2019**

**Name** (As you would want it to appear on the programme): \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Provide us with a short description of your work/ medium or what you wish to sell:** \_\_\_\_\_

**Rank which area of the fair you would like to display your work / retail items in order of preference (#1, #2 etc.)**  
**Area maps are attached for your stall selection in each area**

\_\_\_ **Seagrape Crescent:**

Open area with concert stage, located at the entry of the fair grounds. The stage performances in this area close at 9:00 p.m. This area is targeted to teens, young adults and aspiring artists. Tents and coverings permitted.

\_\_\_ **Thatch Walk:**

The theme of this area is “Grand Market”/ Artist and Specialty Item Vendors are placed on either side of the street. Tents OR ANY coverings higher than 6ft from the ground are NOT PERMITTED on the northside of Thatch Walk. Tents are only permitted at specific locations on the east and west side of Thatch Walk (See the fair map for tent permitted areas).

\_\_\_ **Creative kids:**

Located under shade trees, on the lawn south of the Harquail Theatre, this area is dedicated to Artist /Specialty Items and Food Vendors appealing to the needs of younger children. Scheduled activities for children ages 5 – 12 are planned by the CNCF Education Officer and scheduled to end at 8pm.

\_\_\_ **The Studio**

Available outside the Studio over looking the lake. Suitable for book sales, film activities and more.

Thank you for registering. Please do not hesitate to contact us with any questions that you may have. If you need to make any changes to your contact information or other information as it pertains to Red Sky at Night, please email [cncf@artscayman.org](mailto:cncf@artscayman.org)

**\* Special 50% Discount (\$25 Booth) for registrations received BEFORE 31<sup>st</sup> December 2018**



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## Payment Checklist

Check All That Apply	Item Description	Cost	How Many?	Total
<input type="checkbox"/>	<b>Registration Fee</b> Thatch Walk north = 8ft by 6ft space All Other Areas = 10ft by 10ft space Allows entry of 2 team members and the ability to sell products and access to 2 electrical outlets for basic power needs (i.e. credit card machine, lights etc)	<b>\$50*</b>		
<input type="checkbox"/>	<b>10 x 10 Tent</b> Will be erected by CNCF	\$145		
<input type="checkbox"/>	<b>*6 Foot Table</b>	\$10		
<input type="checkbox"/>	<b>*8 Foot Table</b>	\$12		
<input type="checkbox"/>	<b>*Chair</b>	\$5		
<input type="checkbox"/>	<b>*Clip On Light</b>	\$15		
<input type="checkbox"/>	<b>Additional Power/electricity</b> If you need power for items outside basic power – tools, motorized items etc.	\$25		
<input type="checkbox"/>	<b>*H-Stand Sign</b> A blank sign that you can paint, write or decorate to indentify your booth.	\$10		
			<b>TOTAL</b>	=

**Items with \* must be collected before the setup deadline of 2pm from the equipment station located below the office of the Cayman National Cultural Foundation and returned after the event no later than midnight on Saturday, March 3, 2018.**

**How long will you display your work?** \*  3pm-10pm or  3pm-12midnight

\*Only in special circumstances can booths/ display used closed before 10pm. Please indicate if you need to leave early in the special requests section, below. Note that CNCF cannot store items, art or personal belongings overnight.

**Special Requests\*:** \_\_\_\_\_

**Would you like to provide free art demonstrations and giveaways to the public?** Yes  No



# ***Red Sky at Night*** **Art / Craft /Specialty Items** **Vendor Registration Form**

## Art / Craft / Specialty Items Terms & Conditions

1. Red Sky at Night will be held on Saturday, 2<sup>nd</sup> March 2019 from 4:00pm – Midnight.
2. The deadline for registration for the 'Red Sky At Night' Arts Fair is 5:00pm, Friday, Feb 16<sup>th</sup>, 2018.
3. CNCF will send a confirmation letter to the email address you have listed on the form with your confirmed vendor space number. (If you do not have an email address, we can also print your confirmation letter for you to pick up from our offices, upon request.)
4. Incomplete applications including applications without payments will not guarantee participation.
5. Payment may be made by cheque made out to CNCF, cash, debit / credit cards are (excluding American Express).
6. Vendor space selection is available on a first come, first served basis. We cannot change your vendor space after it has been assigned. Pay keen attention to the fair map.
7. Tents or covering shelters of any kind that measure more than 6ft from the ground at the highest point, are not permitted on Thatch Walk north. There are dedicated tent permitted spaces as seen on the fair map on Thatch Walk east and west.
8. Vendors with tents will be given priority on Thatch Walk east and west.
9. To gain access to the fair, you must attend one of two vendor meetings to be held on Monday, 25<sup>th</sup> Feb OR Tues, 26<sup>th</sup> Feb 2019 at the Harquail Theatre. You will receive important instructions and collect your packet which will include entry wristbands and parking passes.
10. Respect the fair's patrons and coordinators by arriving on time to set up. Set up is between 10:30 a.m. and 2:00 p.m. (spaces must be ready by 3:00pm for inspection). The fair opens to the public at 4:00 p.m. At this point, if you have not set up your area, or if you have violated any of the terms and conditions, your space will be open to neighboring artists/vendors on a first-come, first-served basis.
11. Art /craft/specialty item vendors spaces are 8ft wide x 6ft deep on the straightway of Thatch Walk. All other vendor spaces are 10ft by 10ft. You cannot utilize any space outside the 8ft width or forward of your 6ft depth. However, if you have extra grass space towards the back of your dedicated space you are free to utilize it.
12. All vendor spaces will be inspected before the festival begins throughout the duration and if your vendor spaces violates any of the terms and conditions at the discretion of CNCF, you will be provided one warning. If you have to be asked a second time, you will be asked to leave the festival without refund or compensation.
13. Vendors must indicate the need for any and all electricity no later than 5:00pm, Mon. 25<sup>th</sup> Feb 2019
14. A certified electrician will conduct random inspections of the outlets and ensure vendors are not utilizing electricity more than what is previously agreed and approved. The fee for two outlets or and/or 120 voltage is \$25 in addition to the registration fee.
15. No outside beverages are permitted for sale. CNCF is the exclusive beverage seller at the festival; this includes water, juice, soda and alcoholic beverages
16. Vehicles will only be permitted on the festival grounds from 10:30am – 2pm. There can be no exceptions.



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- 17. Vendor vehicles are not permitted to enter or exit through the F.J Harquail Cultural Center main entrance. The dedicated vendor entrance and exit will be explained at the vendor meetings.
- 18. Breakdown of your vendor stall will not be permitted until 10:00 p.m. and vehicles will not be allowed into the property until 11pm. Anyone who received special permission to leave early (before 10:00 p.m. will need to transport his/her items to the vendor gate).
- 19. Vendors are responsible for securing their equipment/personal effects in the event of inclement weather.
- 20. If the vendor does not cancel on a timely basis (3 days prior to the event) or is absent on the day of the event, no refund of any kind will be available.
- 21. Vendors must provide their own insurance.
- 22. Vendors must collect and return rented equipment from the Festival Equipment Area.
- 23. You will be responsible to replace any items not returned.
- 24. You are asked to leave your area in the condition it was in when you arrived. Please remove all trash.
- 25. If selling, you agree to take full responsibility for all sales and monies made.
- 26. You are responsible for the security and safekeeping of your own belongings and monies and agree that CNCF is in no way liable for loss or damage to them.
- 27. You release and hold harmless CNCF and its workers or volunteers, from any injury or loss that you, or any member(s) of your team, may sustain.

By signing this registration form and terms and conditions you indicate that all of your information is truthful and that you have read and agree to the Terms and Conditions above/attached:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR CNCF USE ONLY	
<p><b>Date Registration Form Received:</b> _____</p> <p><input type="checkbox"/> Amount of Payment Received. BAL DUE: _____ BAL PAID: _____</p> <p><b>Paid by:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Debit/Credit <input type="checkbox"/> Cheque to CNCF Details : _____</p> <p><b>Participation approved:</b> ____Y/____N    <b>Reason not approved:</b> _____</p> <p><b>Signature:</b> _____ <b>Stall Number Issued:</b> _____</p> <p><b>Notes:</b> _____</p> <p>_____</p> <p>_____</p>	