



Cayfest Red Sky at Night Arts Fair Art / Craft / Specialty Items Registration Form

Please fill out this form completely, read the Terms and Conditions and sign at the bottom if you'd like to be a part of Red Sky at Night.

Art / Craft / Specialty Items vendors and exhibitors 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 on Friday, 15 February 2019.**

Name (As you would want it to appear on the programme. (Note: The names of Vendors/Exhibitors, who register after 30 January, may not appear in the printed 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 or display:

Rank which area of the Fair you would like to display your work/retail items, in order of preference (#1, #2, etc.)

All spaces, except on Thatch Walk North, are 10ft x 10ft. **A map is attached for your stall selection.**

___ **Seagrape Crescent:**

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

___ **Thatch Walk** (Thatch Walk North = 8ft by 6ft space; Thatch Walk East and West = 10ft by 10ft space.):

The theme of this area is "Grand Market". Artists and Specialty Item Vendors/Exhibitors are placed on either side of the street. Tents or ANY coverings higher than 6ft from the ground are NOT PERMITTED on the north side 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 south of the Harquail Theatre, this area is dedicated to Art / Craft / 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 to take place on the lawn immediately south of the theatre and are scheduled to end at 6pm.

___ **Palm Lane:**

In front of the Studio, overlooking the lake. Suitable for book sales, film activities and more.



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CHECKLIST AND PRICES

Check All That Apply	Item Description	Cost	How Many?	Total
<input type="checkbox"/>	Registration Fee – All Areas Allows entry of 2 team members, the ability to sell/display products and access to 2 electrical outlets for basic power (e.g. for credit card machine, lights, etc.).	\$50		
<input type="checkbox"/>	10 x 10 Tent Will be erected by CNCF	\$145		
<input type="checkbox"/>	*6 Foot Table	\$10		
<input type="checkbox"/>	*8 Foot Table	\$12		
<input type="checkbox"/>	*Chair	\$5		
<input type="checkbox"/>	*Clip On Light	\$15		
<input type="checkbox"/>	Additional Power/electricity If you need power for items besides basic power (e.g. tools, motorized items etc.), indicate by 5pm, Monday, 25 February 2019.	\$25		
<input type="checkbox"/>	*H-Stand Sign A blank sign that you can paint, write or decorate to identify your booth.	\$10		
			TOTAL =	

Items with * must be collected before the setup deadline of 2pm from the equipment station located below the CNCF Office and returned to the equipment station no later than midnight on Saturday, 2 March 2019.

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

Only in special circumstances can booths/ displays be 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

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

Art / Craft / Specialty Items

Cayfest Red Sky At Night Arts Fair • 2 March 2019 • 4pm – 12 midnight • F.J. Harquail Cultural Centre

www.artscayman.org | (345) 949-5477 | cncf@artscayman.org



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TERMS & CONDITIONS

1. The Red Sky at Night Arts Fair will be held on Saturday, 2 March 2019 from 4pm – Midnight.
2. The deadline for registration for 'Red Sky At Night' is 5pm, Friday, 15 February 2019.
3. CNCF will send a confirmation letter to the email address you have listed on the form, with your confirmed vendor/exhibitor space number. (If you do not have an email address, we can also print your confirmation letter for you to pick up from the CNCF Office, upon request.)
4. Incomplete applications, including applications without payments, will not guarantee participation.
5. Payment may be by cheque (made out to CNCF), cash or debit / credit card (excluding American Express).
6. Vendor/exhibitor space selection is available on a first-come, first-served basis. We cannot change your 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. Vendors/exhibitors with tents will be given priority on Thatch Walk East and West.
8. You must indicate the need for any and all electricity no later than Monday, 25 February 2019.
9. To gain access to the Fair, you must attend *one* of two vendor/exhibitor meetings, either on Monday, 25 February and Tuesday, 26 February 2019, at the Harquail Theatre. You will receive important instructions and collect your package, which will include entry wristbands and parking passes.
10. **On the morning of the fair, please arrive on time to set up. Set up is between 9:00am and 2:00pm. All vehicles must be moved off the fair grounds by 2pm. Spaces must be ready by 3pm for inspection. At that point, if you have not set up your space, or have breached any of the Terms and Conditions, we will have to release your assigned space to neighbouring artists/vendors on a first-come, first-served basis. The Fair opens to the public at 4pm.**
11. Art /craft/specialty items vendor/exhibitor spaces are 8ft wide x 6ft deep on the straightway called Thatch Walk North. (All other spaces are 10ft by 10ft.) You cannot utilize any space outside the 8ft width or in front 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/exhibitor spaces will be inspected before the festival begins and at other times during the Fair. If, at the discretion of CNCF, any of the Terms and Conditions have been breached, one warning will be given. In the event of a second violation, no further sales will be permitted and the vendor/exhibitor will be asked to remove their display. No refund or compensation will be made to the vendor/exhibitor.
13. A certified electrician will conduct random inspections of the outlets and ensure vendors/exhibitors are not utilizing electricity more than previously agreed and approved. The fee for two outlets and/or 120 voltage is included in the registration fee. Each additional outlet and/or higher voltage is \$25, in addition to the registration fee.
14. No outside beverages are permitted for sale. CNCF is the exclusive beverage seller at the festival; this includes water, juice, soda and alcoholic beverages.
15. Vehicles will only be permitted on the festival grounds from 9am – 2pm. **There can be no exceptions.**

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16. Vehicles are not permitted to enter or exit through the F.J Harquail Cultural Center main entrance. The dedicated vendor/exhibitor entrance and exit will be explained at the vendor/exhibitor meetings.
17. Breakdown of your stall will not be permitted until 10pm and vehicles will not be allowed back onto the property until 11pm. Anyone who received special permission to leave early (before 10pm) will need to transport his/her items to the vendor/exhibitor gate.
18. Vendors/exhibitors are responsible for securing their equipment/personal effects in the event of inclement weather.
19. If the vendor/exhibitor 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.
20. Vendors/exhibitors must provide their own insurance.
21. Vendors/exhibitors must collect and return rented equipment from the Festival Equipment Area, and will be responsible to replace any items not returned to the Festival Equipment Area.
22. You are asked to leave your area in the condition it was in when you arrived. Please remove all trash.
23. If selling, you agree to take full responsibility for all sales and monies made.
24. 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.
25. 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, you indicate that all of your information is truthful and that you have read and agree to the Terms and Conditions above/attached.

Signature: _____ Print Name: _____ Date: _____

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

