

FESTIVAL RULES AND PROCEDURES



FESTIVAL DATE/TIME/LOCATION

Saturday, May 6, 2023, 10 a.m. – 7 p.m.

Sunday, May 7, 2023, 10 a.m. – 5 p.m.

Cottonwood Park
1301 West Belt Line Rd., Richardson, TX 75080

ARTIST SELECTION

All submitted applications are reviewed and juried before acceptance is offered. Previous Festival participation does not guarantee admission and each Applicant understands that the City may reject an Applicant for any or no reason. The City reserves the right to grant exclusive rights to any product/item deemed appropriate for the Festival.

ARTIST PAYMENT

Artist participation will not be confirmed until full payment and all required documents are received. An additional late payment fee may be applicable. The Artist's payment to the City is not tax deductible under federal income tax laws or otherwise. All Artist payments will be made on ZAPP and are due no later than February 3, 2023

INSURANCE

Artists are responsible for proper insurance and protection of their property during Festival hours and setup. The City is not responsible for damage to Artist's property, work, or set up for any reason. All artists are encouraged to maintain insurance.

BOOTH ASSIGNMENTS

Booth assignments are made after receipt of payment AND all paperwork. Booth spaces and locations are assigned by Festival Management, including corner booths. Double booths are very limited and will be available on a first-come, first-served basis starting the day the acceptance emails are sent. Artists requesting a double booth must indicate a request at the time of booth payment. No booth assignment changes will be honored on-site.

BOOTH OPERATIONS

Artists must wear Festival credentials and be on site and ready 15 minutes before opening each day. Booth sitters are available during Festival hours if needed for a restroom or meal break.

Age and Conduct: The artist and/or employees must be at least sixteen (16) years to work at the Festival. Any individual working under the age of eighteen (18) years must be under the direct supervision of an adult. All Artists and/or staff must conduct themselves in a manner acceptable to Event Management. Event Management reserves the right to remove any Artist and/or employee from the Festival if operating the Booth in a manner that detracts from the purpose/objective of the Festival.

Presentation/Cleanliness: Artist merchandise must be consistent with the images submitted in the application or items will be subject to removal from the Festival. Event Management strives to create a polished, professional appearance throughout the Festival. The artist will make every effort to keep the Booth clean and professional looking which includes, but is not limited to, the front entrance area, storage of supplies, the appearance of the Artist, and the back of the booth, if visible, to the public. Event Management can require the modification or removal of items in a Booth to comply with Festival standards.

TENT

The Festival requires clean, white, commercial-grade tents. All tents must be in excellent condition and weighted down (40 lbs. minimum per leg). "In-ground" stakes, such as straight or hammer-driven, will not be permitted without additional weights. You may use your own tent; however, if renting please have your tent scheduled to be set up on Wednesday prior to the Festival. We will provide them with your booth number at that time.

ELECTRICITY

Electricity must be requested and paid for prior to the Festival online at the time of acceptance. See the chart for electrical pricing below and add the amount needed to the payment.

Volts Amps	-	Cost
110v / 20a		\$90

If incorrect amperage is used, Artist will be responsible for any damages to the City, as well as additional expenses required to make Artist's Booth functional. Costs incurred by the City will be charged to the Artist and must be paid at the Festival's conclusion. Generators are prohibited. Only outdoor-rated extension cords are permitted and must be a minimum of 12 gauge with grounds for any source.

SALES AND SALES TAX

Artists must accept cash and/or major credit cards. The artist is responsible for collecting and safekeeping its money and property and the City assumes no responsibility for lost or stolen money. The City will not provide change. The artist is responsible for collecting and reporting all taxes for sales made during the Festival and reporting them as being sold in Richardson, TX. The state sales tax rate is 8.25%. For more information on filing call 1-800-252-5555 or visit www.window.state.tx.us.

Located inside the Artist Packet will be a Financial Report that must be filled out with Artist earnings for both days and returned to Festival Headquarters before leaving the Festival on Sunday. This Report is confidential.

SECURITY

The Festival site will be secured continuously throughout the duration of the Festival. Merchandise may be left overnight at the Artist's risk and responsibility. The City will provide after-hours security for the Festival area

