

ARTS BAZAAR @ 33rd CAMBRIDGE RIVER FESTIVAL
Saturday, June 2, 2012

About the Cambridge River Festival

The Cambridge River Festival is an annual celebration of the arts along the Charles River, attended by over 150,000 people, with music stages, family entertainment, art-making activities, food, and crafts.

The Arts Bazaar is a marketplace for a wide range of items both domestically made and imported from around the world and representative of the many ethnic and cultural backgrounds found in Cambridge.

To Qualify

- One-of-a-kind and limited edition works of art including: paintings, sculpture, ceramics, pottery, handmade jewelry, fiber art, glasswork, woodwork, mixed media, photography, metalwork, folk arts
- Goods with artistic, decorative and/or utilitarian merit
- Handmade or imported items that reflect an ethnic culture, folk arts, and other unique items
- Packaged food items to be enjoyed at home, such as sauces and other preserved foods, may be sold

We Do Not Accept

Items without artistic merit such as: t-shirts, franchised foods or cosmetics, balloons, carnival merchandise and carnival-like booths, sunglasses, team-logo clothing, luggage, beanie babies, military gear, etc.

Food Vendors

Meals and snacks to be eaten at the festival can be sold at the World of Food, which requires a different application. Visit www.cambridgeartscouncil.org to download an application or contact our Vendor Coordinator for details: Email CRF_Vendors@cambridgeMA.gov; Phone 617-349-4387.

To Apply for the Arts Bazaar

- Complete the application form
- List items you plan to sell and their price range
- Enclose clearly marked photographs of exhibit and descriptions of goods
- Uniqueness and quality of items for sale receive higher consideration
- Materials sent with application will not be returned
- Include a **certified check or money order** for your site fee, payable to **Cambridge Arts Council**
- We do not accept cash, personal or business checks. Please print your name on the check

Application Deadline

The deadline for applications is **May 11, 2012**. Applications will be accepted on a first-come, first-serve basis. You will receive a response within two weeks of submission. **Apply by March 30th for Early Bird Discounts!**

Applications received after May 11th will be considered only at the discretion of festival staff and only if space is still available. Apply early for your best chance of getting accepted. We will not cash your Certified Check or Money Order unless your application is accepted. If we decline your application, your fee will be returned.

Incomplete applications, **including those without payment**, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate.

Cancellations and Refunds

All cancellation requests must be made in writing. Additionally, a call or email would be appreciated. Cancellations **received by April 13, 2012** will be refunded in full. Requests **received by April 30, 2012** will be refunded the amount paid minus a 20% cancellation fee. **No refunds will be issued after May 1, 2012**. Refunds will not be given to those who fail any Cambridge Fire Department or Health Inspection on site or to those in violation of the rules who are asked not to operate. This is a Rain or Shine event; refunds will not be made due to weather. We encourage vendors to plan for sun or rain protection. **There is no rain date.**

Site Information

The Arts Bazaar site is on the banks of the Charles River on Memorial Drive between two of our main music stages.

- Standard sites cost \$150
- A limited number of Premium sites are available for \$200 each (see map for locations).
- All sites are 10x10'. You may request one or more sites.
- All sites will have at least one 10' side exposed for selling. Corner Premium Sites have two.
- Booths may be shared at no additional charge, but we do not make arrangements.
- A setup schedule, parking pass for one vehicle, site map and directions will be provided in a final confirmation letter sent to you via regular mail in late May.
- Sites are assigned by festival staff and you will be directed to your reserved space when you arrive.
- If you wish to request a specific site, please indicate the site # on your application. Sites are assigned on a first come-first served basis, but we will do our best to accommodate your requests.

Setup Information

- Vendors must provide their own **tables, tents, booths, etc.**
- Electricity is not available.
- We provide **one off-site parking space** per vendor. We require that you bring **at least one crew member in addition to yourself for the day** – one to stay with your items and the other to move your vehicle as you will need to unload and then move the vehicle to an assigned off-site parking location, a map to which will be provided with final confirmation. Shuttle vans from the parking lot are provided.
- **No flat table displays allowed:** tiers, levels or shelves and tablecloths are required.
- See attached Arts Bazaar Grid for vendor layout: Darkened squares = premium sites, numbers indicate row numbers, letters indicate transverse row letters, site numbers are a combination of the two - example E11

Rules

- Vendors may sell only the items listed on their application.
- The sale of any item not included on this contract will be considered a violation and will result in the closing of your sales booth with no refund.
- The site is not transferable.
- We do not allow vendors to play music at their booths during the event.
- We do not allow hawkers promoting booths.
- No Generators are allowed.
- Vendors are responsible for total cleanup of their site. **Sites MUST be cleared by 7:30pm** (1.5hours after the end of the festival). All trash can be left **in strong trash bags** at curbside for pickup after the festival. Vendors who are not cleared by 7:30pm, are uncooperative, leave a mess, or violate the rules will not be welcome at future events and may be subject to fees.

Contact Information

Contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice.

Phone: 617-349-4387 Email: CRF_Vendors@cambridgema.gov Please allow up to a full week for a response.

Mail application and certified check or money order to:

Arts Bazaar
Cambridge Arts Council
344 Broadway, 2nd Floor
Cambridge, MA 02139

Complete the Application and Join us on Saturday, June 2, 2012 ~ 12 – 6:00pm

33rd Cambridge River Festival ~ June 2, 2012

Arts Bazaar Vendor Application

Please type or print

Arts Bazaar Application Checklist

- _____ Completed and signed application form
- _____ List of items that will be sold and their price range
- _____ Have enclosed clearly marked photographs of exhibit with a description of goods to be sold
- _____ Certified check or money order for site fee; **WE DO NOT ACCEPT cash, personal, or business checks**

FOR OFFICE USE ONLY	
Post mark date:	_____
Date received:	_____
Accepted:	_____ Site #: _____

Arts Bazaar Application

Name _____ Business Name _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

E-mail address: _____

Check the type of site you are applying for:

Standard Site: __ 10' x 10' (\$150)

Premium Site: __ 10' x 10' (\$200) -- NOTE: Only 38 available- first come, first served.

\$25.00 discount from above prices for applications completed & received before MARCH 30, 2012.

Describe set-up: # tables _____ # racks _____ # tents/canopies _____

Summarize what you sell in a few words: _____

Where are your goods made? If imported, list countries: _____

List all items you will sell, along with a price range, on the lines below, or on a separate sheet of paper.

Description	Price	Description	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and agree to comply with all rules and requirements stated in the application. I have enclosed a **certified check** or **money order** for the site fee, payable to **Cambridge Arts Council**. I understand that this check will be returned to me if my application is not accepted. I have read and understand the cancellation policy. I understand that materials provided with the application will not be returned to me.

Signature _____ Date _____

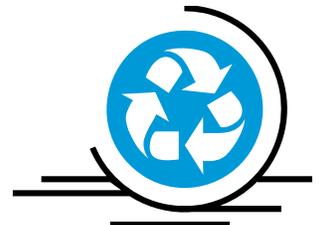
Printed name _____

Mail to: Arts Bazaar ~ Cambridge Arts Council ~ 344 Broadway, 2nd fl ~ Cambridge, MA 02139



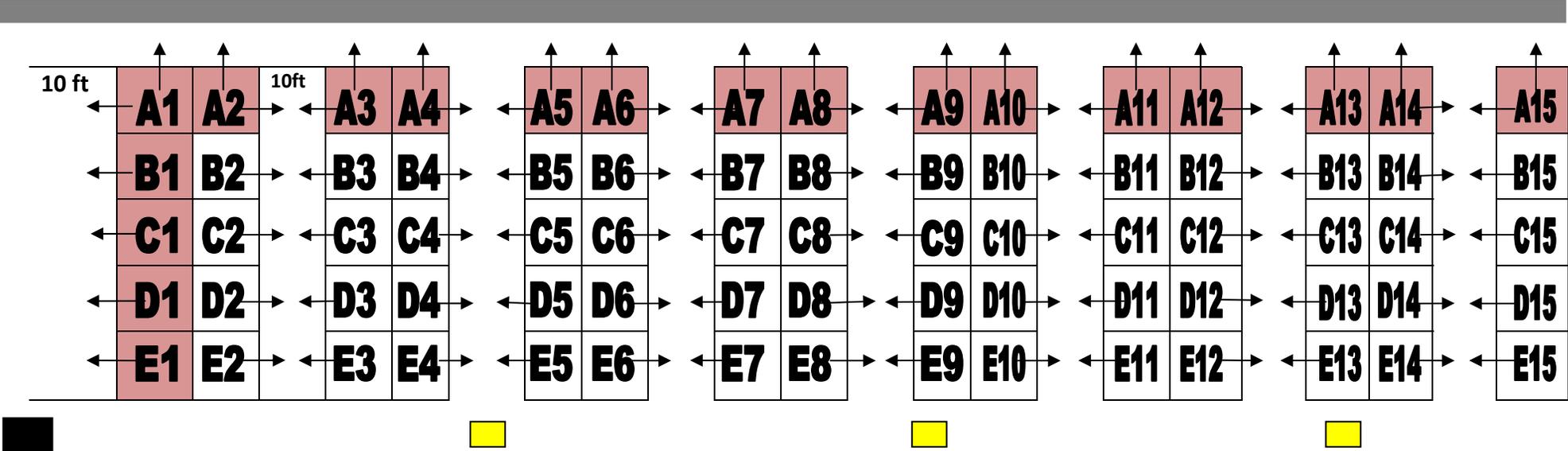
City of Cambridge Special Event Recycling Guidelines

- All Vendors are strongly encouraged to recycle as much as possible.
- Vendors must flatten cardboard boxes and keep them separate from trash.
- Vendors must bring their own trash and recycling barrel.
Trash and recycling receptacles provided by DPW are for the general public only. Vendors may not move these receptacles for their own use.
- Selling beverages in glass containers is not allowed.
All exceptions must be pre-approved by Cambridge River Festival staff and the Department of Public Works. Exceptions are only made for event sponsors. These sponsors must collect the glass bottles in their own receptacles and then transport them directly to the City Recycling Center after the event.
- It is recommended that Cooking Oil be recycled through available independent services. (All oils and grease **MUST** be removed from site regardless of recycling arrangements – no dumping is allowed!)



Arts Bazaar Grid

PAVED PATH



DIRT PATH

CHARLES RIVER

LEGEND

Light Pole Raised Access Cover

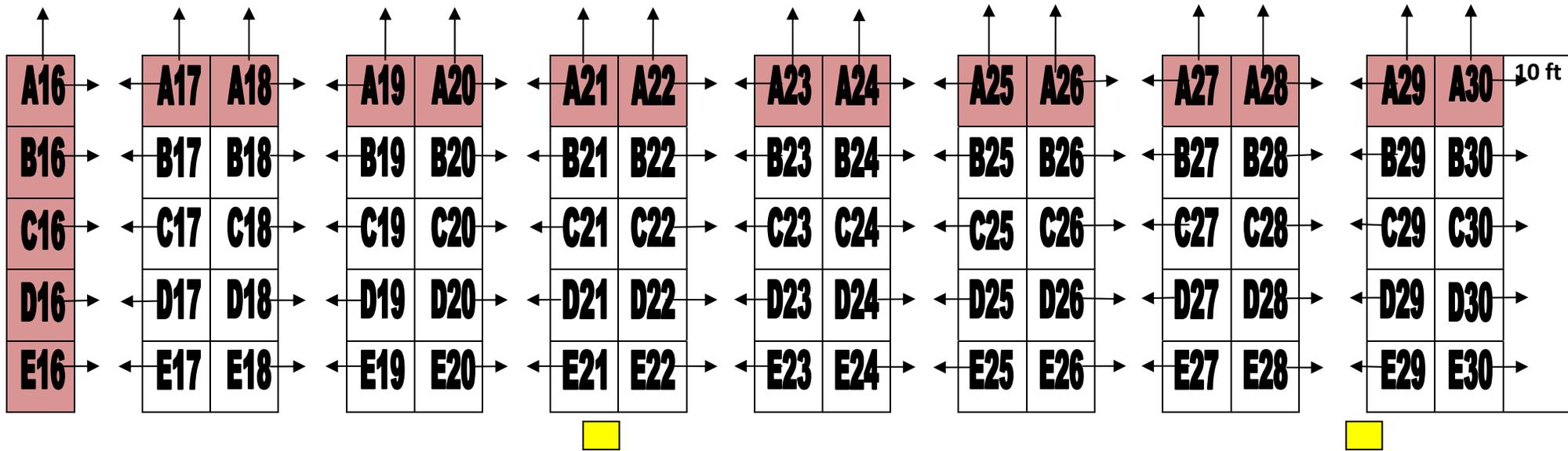
A1 → Premium Spot

B2 → Standard Spot

OVER →

Arts Bazaar Grid

PAVED PATH



DIRT PATH

CHARLES RIVER

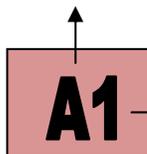
LEGEND



Light Pole



Raised Access Cover



Premium Spot

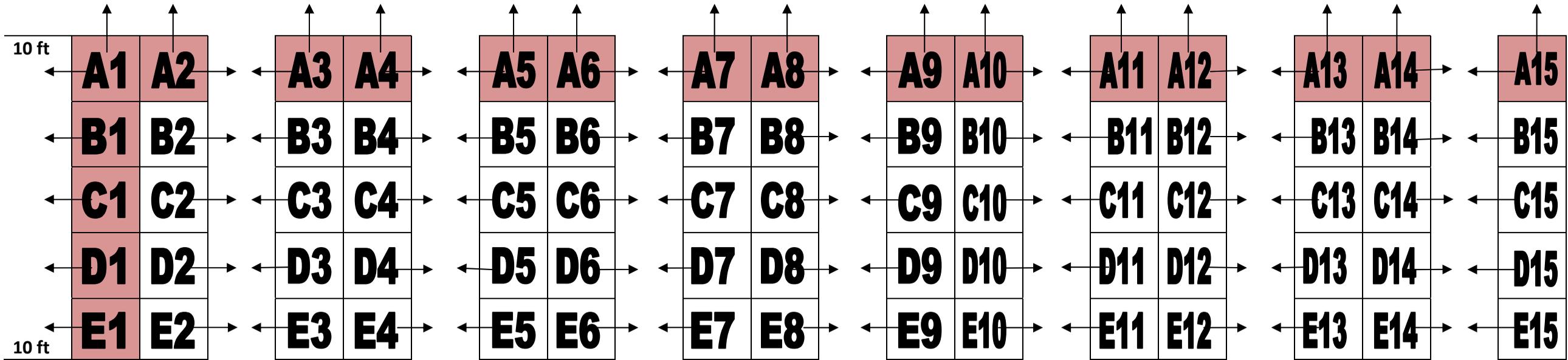


Standard Spot



Arts Bazaar Grid

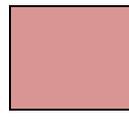
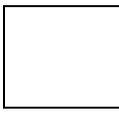
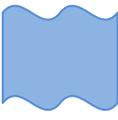
PAVED PATH



DIRT PATH

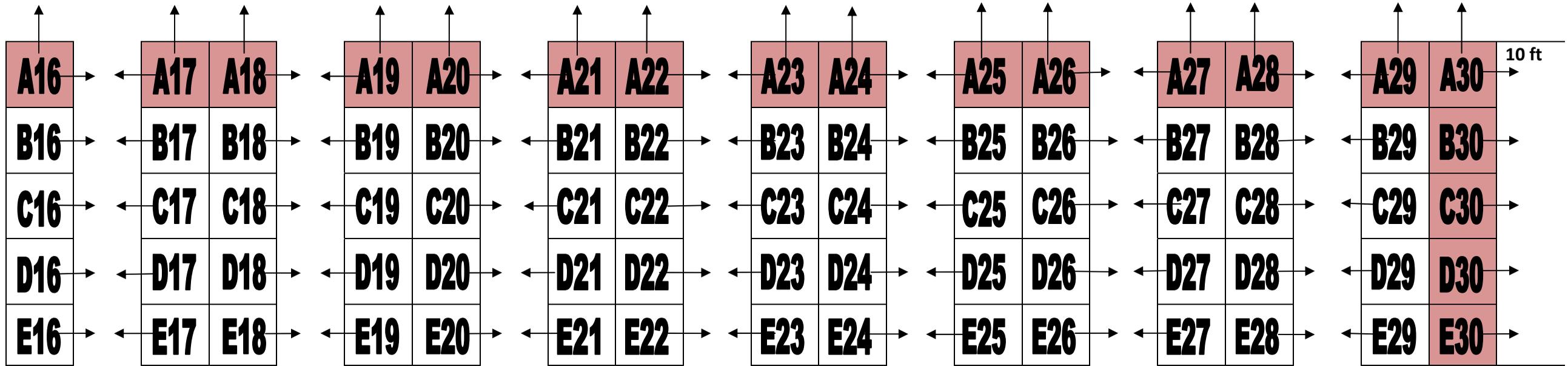
CHARLES RIVER

LEGEND

-  Light Pole
-  Raised Access Cover
-  Dirt Path
-  Paved Path
-  Premium Spot
-  Standard Spot
-  Charles River

Arts Bazaar Grid

PAVED PATH



DIRT PATH

CHARLES RIVER

LEGEND

-  Light Pole
-  Raised Access Cover
-  Dirt Path
-  Paved Path
-  Premium Spot
-  Standard Spot
-  Charles River