



Apex Festival Commission

www.apexpeakfest.com

38th Annual PeakFest May 5, 2018

9am-5pm

Artist Application

Name _____ Business Organization _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____ Website _____

Office Use Only:

Received on: _____/_____/20____

Check #: _____

Booth#: _____

BOOTH SIZE: 10' x 15' \$110.00 15' x 30' \$220.00

MEDIUM (All items must be handmade by the exhibitor. No buy/sell):

- Ceramics/Pottery
 Fiber
 Glass
 Jewelry
 Metalwork
 Mixed Media
 Painting/Drawing
 Photography
 Sculpture
 Wood
 Other (Specify) _____

If using a tent: Is it manufacture certified fire resistant? Yes No

(Note: All tents at PeakFest must be manufacture certified fire resistant. See enclosed Public Safety Notice for more information.)

ARTISTIC PROCESS STATEMENT

In the following space, describe your artistic process. See the "To Apply" section for instructions on back.

ARTISTIC HONOR STATEMENT AND WAIVER

I have read, understand and agree to the requirements and regulations for the PeakFest and verify that all information I have provided is correct.

Signature _____

Date _____

IMAGE DESCRIPTIONS: Describe your work:

Be sure to number your images and put your name on the back.

Image 1
Image 2
Image 3
Image 4

Applications DOES NOT guarantee a spot.

CHECKLIST

- Completed, signed application form
- Non-refundable application fee: \$10 (Please do not pay both fees together)
- Three photographs of work and one of booth with descriptions
- Keep a copy of your application for your records

FEES: Non-Refundable Application fee \$10 per application.

Total Enclosed: _____

Check payable to: Apex Festival Commission

Mail To: **Apex Festival Commission**

PO Box 1238

Apex, NC 27502

All materials must be postmarked by February 23, 2018.



Apex Festival Commission

www.apexpeakfest.com

38th Annual PeakFest May 5, 2018

9am-5pm

Artist Application

We invite you to join us at the 38th annual PeakFest. PeakFest will feature a variety of arts, crafts, food, entertainment stages, children's area, and more. Over 20,000 people are expected to attend the festival held on the historic streets of downtown Apex. The festival is open to the public free of charge from 9am-5pm.

TO APPLY

1. Fill out the artist application
2. Choose one media category
3. Submit an application fee of \$10.00
4. Submit four (4) images of your work. Three (3) images will be of the type of work to be exhibited. One image will be of the booth display with works exhibited. Please submit hard copy images. Images should be labeled with the artist's name on back and be labeled with a number to correspond with the image descriptions on the application form.
5. All applications must have the Artistic Process Statement completed of they will be returned. In your Artistic Process Statement, cover the following points: (1) identify process/ techniques used (2) specific explanation of how the work is produced (3) if assists / apprentices are used, a concise statement of their involvement ; if you do not use assistants, state that none are used (4) it should be stated if an outside source such as a foundry or printing lab is used. Attach a separate sheet if necessary.

SELECTION PROCESS

Applications will be selected based on the following criteria:

- All work exhibited must be original artwork produced by the artist.
- Work that has been produced with commercial kits, patterns, prefabricated forms of other commercial methods will not be permitted.
- All applications will be judged by a panel of jurors and given a score within the media category will be admitted.
- Admissions will be made keeping in mind that the show must remain balanced among art.

DISPLAY AREA

Each booth is 15 feet wide & a 10 feet deep. Artists should come prepared with materials for leveling tables and other displays. Tens should be secured, however, nothing can be staked into the ground or pavement. There is a maximum of two (2) adjoining spaces per exhibitor. All exhibitors must provide all necessary display equipment and should bring adequate overhead sun and moisture protection. All effort is made to space similar vendors apart from each other. Requests for desired booth locations will be accepted, however such requests cannot be guaranteed.

Vendor will not be allowed to encroach outside the assigned vendor space (sides, front, and back).

PeakFest is an outdoor street festival and will proceed **rain or shine**. Exhibitors are responsible for their exhibits' rain protection.

All tents must be fire resistant. The manufacture's tag claiming fire resistance must be accessible by public safety inspection personnel. All tents must be firmly secured in case of wind. Since no staking is allowed, a system such as buckets filled with concrete is required.

Generators are not permitted.

FEES

If accepted, you will be notified and have until the date specified in the acceptance email to make your booth fees to secure your space.

All fees must be in the form of a check or money order made payable to *Apex Festival Commission*.

REFUNDS

Written notice of cancelation must be postmarked by April 7, 2018 to qualify for refund. No refunds will be available after April 7, 2018.

OTHER THINGS TO KNOW

The Festival Commission reserves the right to remove from the show (without refund) any exhibit that is not comparable to the submitted images. The work displayed must be the same as the images submitted with the application. The Festival Commission also reserves the right to deny entrance into the festival to any artist's work that is deemed to be inappropriate or not meeting the festival's standards of quality. Each artist must be on-site during the festival to staff his/her booth. No representatives or subletting is allowed. Acceptance is not guaranteed based on previous participation in the festival. Please read and become familiar with the new Public Safety Program information as part of this application.

CALENDAR

Applications due by February 23, 2018
Acceptance and or denial letters and information packet mailed will be emailed when the Apex Festival Commission has completed their process. Acceptance letter will include information regarding, street layout, booth location, parking, directions, and other pertinent information.
Booth fees due: Specified on acceptance email
Last day to receive a refund on booth fees for cancellations: April 7, 2018.

HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, indemnify and hold the Apex Festival Commission, Town of Apex, its officers, employees, and agents free and harmless from any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false, or fraudulent. The Apex Festival reserves the right to photograph vendors and attendees for publicity purposes.

**All materials must be
postmarked by
February 23, 2018.**



Public Service Announcement

The Apex Festival Commission is now adopting sections 2403 and 2404 of the North Carolina Fire & Public Safety Codes, as they apply to the use of temporary tents, canopies, and membrane structures at outdoor festivals, as well as the Town of Apex Code of Ordinances section, as it pertains to animals and the operation of bicycles. We certainly want our vendors and our audience best interests in mind and we realize most of you are familiar with these already. Generally, these will be dealt with internally; by the way booths are assigned and located.

However, we want every PeakFest participant to be aware of the following:

1. Animals are prohibited at the festivals, except as part of officially approved activity, or as reasonably necessary to assist disabled persons.
2. Unless pursuant to an officially approved activity, it shall be unlawful for any person to operate a bicycle, tricycle, unicycle, moped, skateboard, or any other wheeled vehicle, roller skates or roller blades within the boundaries of the festivals. This subsection shall not apply to baby strollers, baby carriages, or devices reasonably necessary to assist disabled persons. This subsection shall not apply to wheeled vehicles operated with the authority of the police department, festival commission, or emergency medical personnel.
3. The burning of candles is not permitted beneath any tents, canopies, or membrane structures.
4. All tents, canopies, and membrane structures must be composed of materials meeting the flame propagation performance criteria of NFPA 701 and shall have a permanently affixed label bearing the identification of size, fabric or material type.
5. All tents, canopies and membrane structures which utilize extension cords shall function per original manufacturer's specifications, not appear frayed or worn and must be taped down if encroaching a sidewalk, thoroughfare or passageway reaching the appropriate sidewalk. Duct tape or rubber welcome mats are accepted methods for securing such cords.
6. All tents, canopies and membrane structures where cooking is performed, shall be separated from other tents, canopies, and membrane structures by a minimum of 20 feet.
7. All tents, canopies and membrane structures, where cooking is performed, shall have a K class fire extinguisher, with current inspection.
8. All heating and cooking equipment, portable LP gas tanks and electrical cooking equipment, piping, hoses, fittings, valves, tubing and other related components shall function per original manufacturer's specifications, and at all times be secured from falling.

Thank you for your cooperation.