Albany Arts & Green Festival 2014
With music and fun for everyone!

Exhibitor Information Sheet

Date and Place
• Sunday, May 4, 2014 · 11:00 am-4:00 pm
• Memorial Park, 1325 Portland Ave. (at Carmel Ave.) Albany, CA 94706
Note: This event is entirely outdoors.

Event Goals
Albany Arts & Green Festival, celebrates our commitment to the environment, arts and youth performance. The Performing Arts help us experience and appreciate beauty, and protecting the environment helps maintain a beautiful and sustainable world.

Event Highlights
• Green activities and demonstrations
• Green organizations, services and businesses
• Artists and arts organizations
• Live local music and dance by Albany youth
• Delicious local food and food trucks
• Games and activities for kids
• Free compost give away
• Electronics recycling

Eligible Green Businesses
• A significant portion of the product or service offered by the business must be green or sustainable.
• All products at the event must be green or sustainable.
• Green or sustainable is defined as:
  o The product is made of recycled/renewable/low impact materials (where conventional versions of the product are not)
  o Use of the product or service reduces the user's environmental footprint (e.g. solar panels, electric car)

Eligible Artists and Art Businesses
• We encourage local artists and crafts people.
• Artists who are approved for the Festival may be invited to display their artwork at the Albany Arts Gallery.

Exhibitor Guidelines
• Each booth space is 10-feet square
• Exhibitors supply their own displays, booths, tables,* chairs,* and shade (all booths will be outdoors).
• Exhibitors must comply with all safety requirements (See Release of Liability on Application Form)
• Exhibitors are responsible to collect and pay current California sales tax on all sales made during the event
• Applications will be reviewed and approved prior to acceptance

*Note: 5’ x 30” tables and folding chairs can be rented from the Festival for $12.50/table and $3/chair. Exhibitors will be expected to move their rented tables and chairs from a staging area to their booth and return them at the end of the festival.

• Explanation of Exhibitor Fee Structure
<table>
<thead>
<tr>
<th>Type of organization</th>
<th>Total Payment Received by March 14</th>
<th>Total Payment Received March 15 to April 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Festival sponsor</td>
<td>No additional charge</td>
<td>No additional charge</td>
</tr>
<tr>
<td>Green or arts business</td>
<td>$35</td>
<td>$45</td>
</tr>
<tr>
<td>Green or arts community organization or government agency</td>
<td>$20</td>
<td>$30</td>
</tr>
</tbody>
</table>

**Application, Fees & Deadline Notification**

- Applicants whose applications are received by **Friday, March 14, 2014** will receive notification of acceptance via email by **Friday, March 28, 2014**.
- Applicants whose applications are received by **Friday, April 11, 2014** will receive notification of acceptance via email by **Friday, April 25, 2014**.
- Fee is required with application. Applications will not be processed without full payment. **ALL exhibitors must pay fee.**

**Submit application with complete payment for booth and any chairs and/or tables rented to:**
City of Albany  
Attn: Claire Griffing  
1000 San Pablo Ave.  
Albany, CA 94706

**NOTE:** Completed applications must be RECEIVED by Friday, March 14, 2014 to be eligible for the lower fee.

For answers to your questions,  
contact Alexa Hauser, Festival Planner at 510.524.6950 or mailto:ah4artsgreen@sonic.net

**Thank you for your interest!**
Albany Arts & Green Festival  
With music and fun for everyone!  
Sunday, May 4, 2014 from 11:00 am to 4:00 pm  
At Memorial Park (located at Portland & Carmel Avenues)

EXHIBITOR APPLICATION

Exhibitor information (Please print):

____________________________________
Contact Name                                           Business/Organization Name

____________________________________
Address                                          City                                          State                                          Zip Code

(______)__________________________________________  (______)__________________________________________
Contact Telephone                                          Website

______________________________________________
Email

(______)__________________________________________  (______)__________________________________________
Emergency Contact                                          Emergency Telephone

NOTE: THERE IS A $10 REDUCTION IN FEES FOR APPLICATIONS RECEIVED BY MARCH 14.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Total payment received by March 14</th>
<th>Total payment received March 30 to April 11</th>
<th>YOUR APPLICATION (Indicate appropriate amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green or arts business</td>
<td>$35</td>
<td>$45</td>
<td></td>
</tr>
<tr>
<td>Green or arts community organization or government agency</td>
<td>$20</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>6 ft. x 30 in. table rental (each)</td>
<td>$12.50</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Plastic folding chair rental (each)</td>
<td>$3.00</td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Enclosed

Submit application with a check (made out to City of Albany) for the complete payment to:

City of Albany
Attn: Claire Griffing
1000 San Pablo Ave.
Albany, CA 94706
How would you like your booth/artwork described from the stage? (Maximum 20 words.)

Green exhibitors: describe the purpose of your booth. Artists and craftspeople: submit up to five photos or provide a web link to your work by posting to our Facebook wall. If you aren’t connected on Facebook send via an email.

Facebook wall: https://www.facebook.com/AlbanyArtsAndGreenFestival
Arts related email address: mailto:artsandgreen@gmail.com

Note: All applicants who “Like Us” on Facebook get a bonus. You promote traffic and give your work great visibility.

Release of Liability
I have read and agree to all the specified terms and conditions set forth in the Albany Arts and Green Festival Exhibitor information sheet. I affirm that all submitted artwork is original, and produced solely by myself, the applicant.

I am aware that displaying merchandise or artwork in a public location may involve risk of damage or loss to property or person. I further understand said risks may arise from but are not limited to exposure to natural elements, faulty equipment, and the negligence of others. I am voluntarily allowing my merchandise or artwork to be displayed with knowledge of the danger involved and hereby agree to accept any and all risks of damage or loss to property or person. Please initial __________.

In consideration of displaying merchandise or artwork in a public location I do hereby release the City of Albany, and its officers, officials, agents, employees and volunteers from any and all liability arising out of said activity, and specifically, for any damage that may occur to my artwork. In addition, I hereby release, discharge, waive and relinquish any and all actions or causes of action against the City of Albany for personal injury, wrongful death, or damage to my property and my person relating in any way to the displaying of my artwork in a public location. It is the intention of the undersigned by this instrument to exempt and relieve the above named parties from liability for personal injury or death, damage, and expense of loss to person or property caused by the negligence or carelessness of the above named parties.

I understand that there will be no refunds or rain checks due to inclement weather. I agree to allow the Albany Arts & Green Festival use of the enclosed photos and other promotional materials (including photographs and videotapes) taken during the Festival for purposes of promoting the Festival this year and future years. I understand that the Albany Arts & Green Festival reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and indemnity, and that it is legally binding contract between the City of Albany and me, and sign it of my own free will.

Exhibitor signature ___________________ Date ___________________