



**Moreno Valley Arts Commission
Proudly Presents**

**ARTOBERFEST 2017
REQUEST FOR EXHIBITORS**

DATE: Saturday, October 7

TIME: 10 A.M. – 3 P.M.

WHERE: Moreno Valley Conference and Recreation Center
14075 Frederick Street, Moreno Valley

Exhibitor Fee: \$25

Application Deadline: September 27

Thank you for applying to be part of the Moreno Valley Arts Commission's ArtoberFest. Booth spaces are available for \$25 per booth with no additional fees being collected from your personal sales. Tables will be provided, but are limited and will be distributed on a first come, first served basis. Keep in mind this is a casual event, so please consider having some lower priced items for sale in your area such as cards, prints, etc.

EVENT DETAILS

- One exhibitor per application and booth space. Booth assignments will be received at check-in the day of the event.
- Each exhibitor will be provided with a 12' x 12' space. 8ft or 6ft tables will be provided, but are limited and will be distributed on a first come, first served basis. Table size and availability will be disclosed via e-mail, one week prior to the event. Exhibitors are responsible for their own display materials. **NO ART/CRAFT MAY BE HUNG OR TAPED TO ANY WALL.**
- Check-in starts at 8 a.m. Set-up must be complete by 9:30 a.m. Out of courtesy for other vendors and the safety of participants, tear down cannot begin before 3 p.m.
- Exhibitors are required to apply for a business license with the City of Moreno Valley **at no cost**. When submitting the application to the City, the signoff by the Business License Division must be attached.
- When choosing artwork/crafts to display, please remember this is a family-oriented event.
- All graphic reproductions of original work must be properly registered, signed, and numbered. The originals must be on display and properly noted. Reproductions **MUST** be displayed apart from originals, clearly identified, and must constitute less than one third of the total art displayed.
- Displays are to be neat and professional at all times. All artwork should be clearly labeled with the name of the artist, title of the work, type of medium, and sales information, if applicable. **No resale of used items is permitted.**
- Exhibitors are responsible for keeping their areas tidy. Please bring a trash bag to aid in clean up. Receptacles will be available for trash disposal.
- Indoor and outdoor booths will be available. Please state your preference on the exhibitor application.
- The City of Moreno Valley is not responsible for damage to, loss of, or theft of any artwork/crafts.
- Final information will be sent out by e-mail one week prior to the event.
- All art pieces and crafts must be original and cannot infringe on copyrights or trademarks.



**ARTOBERFEST 2017
EXHIBITOR APPLICATION**

Name: _____ Date: _____

Address: _____

Phone(s) _____ Email _____

Booth Assignment Number: _____ Area: _____ (staff use only)

Type of Artwork/Craft: Oils, Water Colors, Acrylics, Photography, Prints, Textiles, Mosaics, Sculpture, or Other (please give a description below):

Any giclees or reproductions must be copied from the original work of the artist represented in the booth. No dealers please.

Height restrictions: Will you be bringing pre-fab walls? Y ___ N ___ How high? _____
Height limitations exist in a few areas so tall booths will be placed around the perimeter of the room.

Location Preference: Exhibit Hall ___ or Patio ___ (All exhibitors are required to bring their own table)

License: Do you have a Moreno Valley Business License? Yes _____ No _____
Number _____ A business license is necessary to comply with the City regulations for this event. You must apply for one by contacting 951.413.3060. They are free of charge.

I understand the requirements set forth for participating in ArtoberFest '16 and confirm that the above information is accurate, and I will abide by the details set forth in this application.

Signature

Date

Print Name

Parent Signature required if you are not 18 years old.

Mail or deliver application, fees and BL to:
Moreno Valley Parks & Community Services Department
Attn: ArtoberFest
Post Office Box 88005
14075 Frederick Street
Moreno Valley, CA 92553

