

# 2023 Harrisburg Art Walk



Saturday, March 25, 2023

10am to 2pm

Location: Harris Depot Park

6960 Harris Depot Road Harrisburg, NC 28075



Booth Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website/ Facebook page/ Etsy page: \_\_\_\_\_

**Along with this application, please submit: 3 photos of your most RECENT works.**

Please list your type of medium and what you plan to display/sell at the Art Walk: \_\_\_\_\_

**\*SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE A SPACE\***

<u>VENDOR BOOTH SPACES ARE 10' X 10'</u>	<u>Office Use Only:</u>
<p style="text-align: center;"><b><u>Application Fees:</u></b></p> <p>February 1—February 28, 2023 (early bird): \$50 per space March 1—March 17, 2023: \$60 per space</p> <p><b>Number of 10'x10' spaces you are requesting:</b> _____ x \$50/\$60 = \$ _____</p> <p><b>Electricity: \$10</b> _____ <b>yes</b> _____ <b>no</b> _____ = \$ _____</p> <p style="text-align: right;"><b>Total Due: \$</b> _____</p> <p><b>Please make checks payable to:</b> Town of Harrisburg</p> <p><b>If you prefer to pay with cc/debit, please do so at the Harrisburg Parks and Recreation Office. Our office is open Monday-Friday, 8am-5pm.</b></p> <p><b>Please mail application and payment to:</b> Harrisburg Parks and Recreation Harrisburg Art Walk PO Box 100 Harrisburg, NC 28075</p> <p><b>**There is a \$2 convenience fee applied to all card payments**</b></p>	<p>Date Received: _____</p> <p>Approved / Denied by: _____</p> <p>Date Notified: _____</p> <p>Cash / Credit / Check #: _____</p>

I agree that I have read, understood and agree to follow all rules and regulations of the 2023 Harrisburg Art Walk. I agree to hold harmless the Town of Harrisburg, it's employees, agents, volunteers, and sponsors from any and all claims, liabilities, costs, expenses, and damages which may result from my participation in this event. I further understand that no generators are allowed.

PRINT NAME

SIGNATURE

DATE

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10am to 2pm

Location: Harris Depot Park—6960 Harris Depot Road Harrisburg, NC 28075

## APPLICATION PROCESS:

**Application deadline is March 17, 2023** Vendor Fees: February 1—February 28, 2023 (early bird): \$50 per space; March 1—March 17, 2023: \$60 per space; Electricity is \$10 per vendor if requested

- Once you have been approved as a vendor, no refunds will be issued. No exceptions.
- Submission of this application does not guarantee a space. Applications will be reviewed on a first come, first serve basis.
- Applicants must submit (with their application) at least three photos of your most recent art work. Please do not submit more than three or less than three. Photos will not be returned.
- All applications and art work will be reviewed by a jury.
- All art work should be original, handcrafted or handmade. Re-sell of items is not accepted.
- Items you plan to display or sell at the Art Walk should be listed on page one of this application. You may not sell more than 2 products/mediums. For example: jewelry/crochet OR woodwork/glass.
- Requests to be in certain locations or next to other vendors are requests only and can not be guaranteed.
- **Harrisburg Parks and Recreation has the right to accept or reject any application.**
- **Please allow 2-4 weeks for application to be reviewed. If you are not accepted as a vendor for this event, your payment will not be processed.**

## VENDOR SET UP AND SPACE ASSIGNMENTS:

- The Art Walk will be held at Harris Depot Park
- Vendor set up is from 8am to 10am on Saturday, March 25, 2023. Please check in at vendor check in and you will be shown to your spot. If you need to arrive earlier than that, please notify us.
- Vendors must provide their own tents, tables and chairs. **Weights/Stakes should be used to secure your pop up tent to the ground. Some areas may not be level.** Do not drive stakes into the concrete or asphalt.
- If you need more than the allotted 10'x10' space for display, you must purchase another space.
- There will be no soliciting, signage or handing out of written materials by any organization, groups, or individuals outside of the space that has been leased.
- The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by the Harrisburg Parks & Recreation Department.
- Once a space has been assigned, you will not be permitted to move to a different location without permission from the Harrisburg Parks & Recreation Department.

## CLEAN UP:

- You are expected to leave the area you occupy as you found it prior to set up. Please dispose of your trash in the provided trash cans.
- Please do not break down until the event ends at 2pm. Doing so will forfeit your opportunity to participate in future events.

## QUESTIONS:

- If you have any questions about the Harrisburg Art Walk, please contact Harrisburg Parks & Recreation at (704) 455-7275 or email McKenzie Burleson at [mburleson@harrisburgnc.org](mailto:mburleson@harrisburgnc.org).