



Apex Festival Commission
 www.apexpeakfest.com
 39th Annual PeakFest May 4, 2019
 9am - 5pm
ARTIST APPLICATION

NAME:	BUSINESS NAME:
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MAILING ADDRESS:

CITY:	STATE:	ZIP:
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PHONE:	EMAIL:	WEBSITE:
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BOOTH SIZE: <input type="radio"/> 10'x15' \$110.00 OR <input type="radio"/> 15'x30' \$220.00	ARE YOU INTERESTED IN DOING A LIVE DEMO? <small>(On another page, please describe what your demo would be)</small> <input type="radio"/> YES <input type="radio"/> NO
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MEDIUM:	<i>PLEASE CIRCLE ALL THAT APPLY</i>	Ceramics/Pottery	Fiber	Glass	Jewelry	Metalwork
<i>PLEASE CIRCLE ALL THAT APPLY</i>	Painting/Drawing	Photography	Sculpture	Wood	Mixed Media	Other: _____

IF USING A TENT, IS IT MANUFACTURE CERTIFIED FIRE RESISTANT? <small>(Note: All tents at PeakFest must be manufactured certified fire resistant. See enclosed Public Safety Notice for more info.)</small>	<input type="radio"/> Yes	<input type="radio"/> No
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ARTISTIC PROCESS STATEMENT:

In the following space, describe your artistic process. See the "To Apply" section for instructions on page 2.

ARTISTIC HONOR STATEMENT & 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:
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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:

All materials must be
 postmarked by
 February 22, 2019.

See back for mailing address and check list!



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www.apexpeakfest.com

39th Annual PeakFest May 4, 2019

9am - 5pm

ARTIST APPLICATION

We invite you to join us at the 39th 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) & electricity will not be available.

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 5, 2019 to qualify for refund. No refunds will be available after April 5, 2019.

All materials must be postmarked by February 22, 2019.

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 22, 2019.***

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 5, 2019.*

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.

CHECKLIST:

- Completed & signed application form
- Submitted non-refundable application fee: \$10
- Three (3) photographs of work and one (1) of booth with descriptions
- Keep a copy of your application for your records

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

Check Payable To: Apex Festival Commission

**Mail To: Apex Festival Commission
PO BOX 1238
Apex, NC 27502**



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 method 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.