

Sand City West End Celebration 2017

Request for Qualifications

Green Exhibitors

PURPOSE:

The City of Sand City (the “City”) requests the submission of qualifications from Green Exhibitors (an “Exhibitor”) to exhibit their products at the West End Celebration in Sand City on Saturday, August 26, 2017 and Sunday, August 27, 2017 (the “Event”). The Event will include the exhibition of art, live music, live performances and food and beverages. The Event will be located in the West End of the City. Ortiz Avenue and other streets will be closed to provide an area for Exhibitors and food and beverage vendors. The Event will also include open studio tours and wine tasting in the City. The green exhibition spaces will be 10’ x 10’ in size and will be designated with the name of each Exhibitor. The City does not supply tents, tables, electricity or running water. **A \$100.00 registration fee is due (upon acceptance) by July 29, 2017 to guarantee your participation.** Exhibitors must also purchase a \$26 event Sand City business license. Registration fee is waived for participating Sand City residents and businesses. A \$25 late fee will be added to fees that are received after July 29, 2017.

REQUIREMENTS:

Each Exhibitor is responsible for and agrees to the following:

- The event will be held on Saturday, August 26, 2017 from 11:00 am to 6:00 pm and from 11:00 am to 5:00 pm on Sunday, August 27, 2017 rain or shine. Your display area must be set up by 10:00 am on Saturday and Sunday.
- Each Exhibitor is responsible for personnel/booth attendants and both the set up, tear down and cleaning of a 10’ x 10’ display space. Your display space must be broken down no earlier than 6:00 pm on Saturday and 5:00 pm on Sunday and no later than 7:00 pm day of the Event.
- A minimum of 48 hours notice to the City is requested for cancellations – no refund for the \$100 fee will be allowed.
- The Exhibitor must confine the exhibit to the display area designated by the City.

SUBMISSIONS:

Please submit photographs or other graphic descriptions of the type of product you wish to display at the Event to the City no later than July 15, 2017, together with your contact information. The City is not responsible for any costs incurred by the exhibitor. The City reserves the right to select Exhibitors based on evaluation of submitted qualifications, samples of work and references. The City also reserves the right to reject any submissions as non-responsive, incomplete, unsatisfactory or inappropriate.

